



Henderson District Public Libraries **Board of Trustees Application**

(Note: This document and accompanying materials become public record once received by Clark County.)

Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology that supports work, school and recreational activities. The mission of the Henderson Libraries is to imagine possibilities, discover opportunities, and connect with the community.

The Board of Trustees for the Henderson District Public Libraries (Board of Trustees) exists pursuant to NRS 379.025 (h). The Board of Trustees consists of five (5) competent persons appointed by the Clark County Board of County Commissioners and two (2) competent persons appointed by the Henderson City Council.

Among its duties (NRS 379.025), the Board of Trustees shall hire a professional librarian to serve as the Executive Director of the Henderson Libraries, review and approve an annual budget, establish and review policies, and attend Board of Trustees meetings regularly.

The Board of Trustees meets the third (3rd) Thursday of the month at 7:45am.

Members serve four-year (4-year) terms and may not serve more than two (2) consecutive terms. Members must reside in the City of Henderson.

Application Overview:

If you are interested in applying for membership on the Board of Trustees, please complete the application below. If you have any questions related to the Board of Trustees or the application process, please email **mlsmedley@hendersonlibraries.com**

Full Name (First, Middle Initial, Last): _____

Home Street Address: _____

Home Address City/State/Zip Code: _____

Mailing Address: _____

Mailing Address City/State/Zip Code: _____

Employer: _____

Occupation: _____

Email Address: [REDACTED] _____

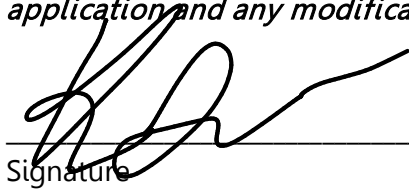
Best Daytime Contact Phone: [REDACTED] _____

Relevant Affiliations: Please list below any other committees you are currently serving on. Please list, if applicable, the jurisdiction and term of appointment. If you were appointed by an individual and not by a local jurisdiction, please include that information. If you need additional space, please attach an additional sheet of paper.

Skills and Experience: Please provide a brief description of your qualifications; include any special skills, interests, experience, or training which you possess or have completed that would benefit the work of the Board of Trustees. If you need additional space, please attach an additional sheet of paper.

A resume or letter of interest is REQUIRED. Please attach it to this application.

I certify that I am a resident of the City of Henderson. I verify by my signature below that all statements made on this application, as well as any information attached hereto, are true and complete to the best of my knowledge. I understand that an electronic signature has the same weight and effect as a handwritten signature. Furthermore, I understand that an incomplete application and any modifications to this application will not be accepted or considered.



Signature

Date

Hand Deliver Application to:

**Henderson District Public Libraries
280 S. Green Valley Parkway
Henderson, NV 89012**

Mail Application to:

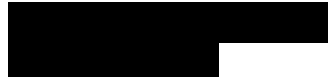
**Henderson District Public Libraries
280 S. Green Valley Parkway
Henderson, NV 89012**

Email Scanned Copy to:

mlsmedley@hendersonlibraries.com

Kimberly Johnston

Las Vegas, NV 89031



Work Experience

A-EMT

Community Ambulance-Henderson, NV
September 2015 to Present

- Respond to 911 calls for emergency medical assistance, such as cardiopulmonary resuscitation (CPR) or bandaging a wound
- Assess a patient's condition and determine a course of treatment
- Provide first-aid treatment or life support care to sick or injured patients
- Transport patients safely in an ambulance
- Transfer patients to the emergency department of a hospital or other healthcare facility
- Report observations and treatment to physicians, nurses, or other healthcare facility staff
- Document medical care given to patients
- Inventory, replace, and clean supplies and equipment after use

Fire and Safety

Las Vegas Motor Speedway-Las Vegas, NV
June 2017 to April 2022

- Protect citizens during emergencies.
- Extinguish fires.
- Execute rescues.
- Prevent fire damage by conducting surveys and inspections for hazards.
- Minimize fire damage by responding to alarms, driving and operating equipment, regulating water pressure, combating and extinguishing fires, and rescuing and reviving people.
- Ensure operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, and troubleshooting malfunctions.
- Maintain operations by following policies and procedures and reporting needed changes.

Las Vegas

The Zombie Apocalypse Store-Las Vegas, NV
July 2012 to January 2014

- Completed store operational requirements by scheduling and assigning employees;
- Followed up on work results.
- Maintained store staff by recruiting, selecting, orienting, and training employees.
- Maintained store staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

Program Support Assistant

Department of Veteran Affairs VA Medical Center-Madison, WI
2011 to 2012

- Maintained the Rockford Homeless Program administrative, financial and clinical files.

- Received and triaged all phone calls and visitors using appropriate protocols.
- Maintained the confidentiality of medical information without exception, with no instances of improper release.
- Demonstrated an excellent understanding of standard precautions in regards to infection control.
- Demonstrated proper procedures in responding to fire drill, tornado and disaster, including evacuation procedures.

Munitions Controller

United States Air Force-Las Vegas, NV

2007 to 2011

- Performed duties as a Senior Airmen Munitions Controller.
- Tracked work crews, coordinated requirements, acted as a liaison for outside agencies, developed war plans, provided oversight for safety and security and ensured the daily reconciliation of all munitions and related equipment against established inventories.
- Responsible for maintaining the US Air Forces munitions stockpile.
- Maintained fire/hazard symbol and net explosive weight status for 61 operating and explosive storage locations.
- Various duties included shipping and receiving, building, testing operating, protecting, inspecting, storing and performing maintenance on all types of conventional munitions systems.

Advanced Emergency Medical Technician

Education

Associate in Fire Science

Community College of Southern Nevada - Las Vegas, NV

January 2013 to May 2015

Associate

Skills

- Perceptiveness
- Qualification questioning
- Active listening
- Objection handling
- Customer service
- EMT Experience
- Triage
- Vital Signs
- Infection Control Training
- Sales
- EMR Systems
- Critical Care Experience
- Hospital Experience
- Phlebotomy

- Medication Administration
- Security
- Anatomy Knowledge
- Patient Care
- Medical Terminology
- Microsoft Word
- Management
- Supervising Experience
- Leadership
- Experience working with students
- Supervising experience
- Leadership

Military Service

Branch: United States Air Force

Rank: SrA

Certifications and Licenses

EMT Certification

BLS Certification

CPR Certification

PALS Certification

AEMT Certification

Advanced Cardiovascular Life Support (ACLS)

Assessments

Sales skills — Proficient

September 2020

Influencing and negotiating with customers

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.