

## Clark County Shooting Complex Advisory Committee Application

Now accepting applications for future consideration



Clark County is seeking up to seven (7) individuals with professional experience in law, finance, grant writing, fundraising, marketing and business to further the strategic priorities of the Clark County Shooting Complex. Committee members will be appointed to two (2) year term by the Clark County Board of County Commissioners. Member attendance at Shooting Complex Advisory Committee public meetings will be required. Meetings will be held a minimum of four times per year, with the dates, times and locations to be determined by the new Committee.

Date	01/18/2022		
Name	Julie Black	Home Phone	[REDACTED]
		Work Phone	[REDACTED]
Cell Phone	[REDACTED]	Fax Number	[REDACTED]
		Email address	[REDACTED]
Street Number	[REDACTED]	City, State, Zip	[REDACTED]
Employer & Occupation	Clark County Information Technology, Operations Administrator		

Do you currently participate in activities at the Shooting Complex, and if so, please describe which areas below

Over the past few years, I have frequented the shooting park for practice on the pistol range. I am also interested in the archery range and shotgun range. As a current member of the advisory committee, I have discovered many opportunities that I previously did not know existed.

Please provide a brief description of your qualifications; include any special skills, experience and/or training in law, finance, grant writing, fundraising, marketing and/or business that would benefit the work of this Committee  
(attach additional sheets if necessary)

In 2017 I was selected as a member of the Clark County Shooting Complex Advisory Committee. I expanded my knowledge of the activities offered and have thoroughly enjoyed being a part of the committee.

I would like to continue to utilize my diverse experience and leadership in the fields of audit, management, project management, process improvement, grant administration, asset management, customer service, human resources, technical service, financial analysis, legislation, and performance metrics to contribute to the organization success. I have extensive experience in customer relations; state, federal, and local mandates; operations; project management; and business management in large and small organizations, including local government, non-profit and for profit.

Please attach a required resume/letter of interest with your application

For more information or submittal of completed form, contact Steve Carmichael, Sr. Management Analyst,  
Office Direct-702-455-2005, Mobile-702-239-4446, email- Steve.Carmichael@ClarkCountyNV.gov  
11357 N. Decatur Boulevard, Las Vegas, NV 89131

(This document becomes a public record once it has been received by Clark County)

**Submit by Email**

## JULIE BLACK

### GOAL

Achieve a management position where I can utilize my diverse experience and leadership in financial management, training, planning, developing, coordinating, directing, implementing and evaluating activities and service delivery of a variety of programs. I have extensive experience in financial management; management/supervision; customer relations; state, federal and local mandates; operations; legislation; project management; and business management in large and small organizations, including local government, non-profit and for profit.

### EDUCATION

M.P.A. – Masters of Public Administration <i>University of Nevada</i> Las Vegas, NV Focus: Public Administration	Master Certificate Public Management <i>University of Nevada</i> Las Vegas, NV Focus: Public Administration	B.S. – Bachelor of Science <i>University of Phoenix</i> Las Vegas, NV Focus: Management
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### EXPERIENCE

<b>2008 – Present</b>	<b>Clark County</b>	<b>Las Vegas, NV</b>
(2020-present) Senior Business System Analyst		
(2014-2020) Senior Business System Analyst		
(2008 – 2014) Management Analyst		
Clark County, a local government		
<ul style="list-style-type: none"><li>• Manages, monitors, coordinates and trains staff on the department's capital, operating and training budget which includes over \$98,000,000 in capital budget over the last three years, \$26,000,000 in annual operating, and \$130,000 in annual training. The Capital budget encompasses 181 subprojects within 18 funded programs.</li><li>• Annually prepares, coordinates, collects, and reviews technology capital, operating and training requests.</li><li>• Collects, analyzes, and prepares monthly and annual department chargeback information which is utilized by the Budget department to chargeback Information Technology services to 38 departments within the County.</li><li>• Assists and cross-trains in the management of contracts and maintenance renewal which includes over \$16,000,000 in technology hardware maintenance renewals, software maintenance renewals, Master Service Agreements, hardware contracts, and software contracts.</li><li>• Assists, trains and provides feedback to department on the creation and monitoring of purchase requests, purchase orders, fiscal directive sole source requests, contractual obligations, invoice reviews, Requests for Proposal (RFP), Requests for Information (RFI), Scope of Work (SOW), and Tier 1 solicitations.</li><li>• Responsible for the maintenance and administration of the department's Policies, Standards and Compliance document control central repository.</li><li>• Accountable for identification, collection, preparation and presentation of technology performance measurements.</li><li>• Develops, revises, implements and trains employees on multiple policies, processes and procedures including the Microsoft Teams policy, document control process, and inventory management process.</li><li>• Collaborates with the various departments within the County and vendors.</li><li>• Provides feedback to managers relating to employee performance, participates in the interview and selection process of employees, and coordinates resources required for projects.</li><li>• County administrator for the federal System Award Management System, Grants.gov, and Procurement integrated Enterprise Environment. Provides grant-related training to various departments within the County. Administered over \$5,000,000 in federal, state and local grants. Reviews all new grant requests, financial obligations, auditing of expenditures, budget forecasting, federal regulations, compliance, and reporting requirements.</li><li>• Acts as the legislative liaison for the department which involves evaluating 543 proposed legislative bills and monitoring 59 proposed legislative bills in which 32 became law.</li><li>• Leads, prioritize, plans, and assists with the strategic direction of the service management tool through the Information Technology Service Improvement Program (ITSIP) Steering Committee and Information</li></ul>		

Technology Service Management (ITSM) Change Advisory Board.

- Responsible for leading a variety of technology initiatives which streamlined several processes including a countywide information technology conversion project that affected over 6,000 local government employees with a budget exceeding \$3,000,000, the document repository process, and various system improvements in the service management tool. Current initiatives include automation of contracts and maintenance renewals.
- Manages and monitors over \$30,000,000 of information technology assets including install, move, add, change, and decommission of equipment.
- Coordinates and assists with the development of interlocals and Memorandum of Understandings between jurisdictions.
- Presented a course in Six Sigma methodology to County employees.
- Collaborates with multijurisdictional entities for information sharing including, Office of Emergency Management's Local Emergency Planning Committee (LEPC) Public Education and Outreach Subcommittee, Homeland Security Working Group, Urban Area Working Group, Urban Area Communications Working Group.

**2004 – 2008**

**Quest Diagnostics**

**Las Vegas, NV**

**(2004-2006) Billing and Quality Assurance Supervisor**

**(2006-2008) Business Analyst**

**Quest Diagnostics, a worldwide laboratory**

- Managed over 45 full time and temporary employees. Developed performance metrics for the department. Performed monthly and annual performance evaluations. Responsible for ensuring adherence to billing policies, processing guidelines and requirements.
- Lead several teams in the development of production standards for the department, which resulted in increased productivity and employee satisfaction.
- Audited security access/permissions to systems and developed new procedures to ensure compliance with appropriate security permissions.
- Created, developed and implemented a full-scale quality assurance department for the Billing Department. Created standard operating guidelines, policies, processes, procedures, and training materials for the Billing and Quality Control Department.
- Responsible for budget management, analysis of financial trends, staffing requirements, and resource planning for both departments. Implemented and maintained best practices / standard processes, and integration initiatives to improve the performance of the front-end operations.
- Completion of Six Sigma projects in streamlining processes and variance reduction in cross-functional departments within the organization through the use of statistical analysis including hypothesis testing.
- Provided oversight for the change management process.
- Identified, recommended and implemented enhancements to improve current system capabilities.

**1997 – 2002**

**Alpha Innotech**


**San Leandro, CA**

**(1997-1998) Quality Assurance Technician**

**(1998-2002) Technical Service, Quality Assurance, Field Service & Call Center Manager**

**Alpha Innotech, Inc. A leading worldwide biotechnical company.**

- Managed 10 employees and over 20 marketing representatives worldwide
- Redesigned the existing service department after evaluating the current process. The department realized an increase in revenue of 200% and increase in productivity of 400% while decreasing customer turn-around time from 14 days to 3 days.
- Developed and provided cost analysis, product training documentation, and standard operating procedures, revised materials planning, and inventory control used by the marketing department and the CEO to approve the development of a field service department.
- Responsible for increasing sales revenue in the service department through increased client education of sales contracts, fee schedule reviews, and analysis of previous client payments.
- Reengineered the legacy Technical Support Department into a robust call center utilizing state-of-the-art telecommunications.
- Facilitated vendor and IT support staff to ensure a seamless transition from the legacy system.
- Assisted in the development of the quality task force team and coordinated resulting projects. Managed

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- budget forecasts, resources, employee and client training programs.
  - Responsible for the performance of technical services and system checks on hardware and proprietary software.
  - Provided on-site training to researchers, scientists, lab assistants and new hires for the company's multiple product lines. Training included hardware, software, peripheral, chemical and ultraviolet use in conjunction with the Human Genome project.

#### **CERTIFICATIONS**

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Certified Software Asset Management

Certified Hardware Asset Management (test pending)

Clark County Management Academy (graduation May 2017)

FEMA IS100, IS120, IS200, IS317, IS700, IS800 Certificates

AWR136, MGT385, 215-23896 Certificates

Las Vegas Urban Area Tactical Interoperability Communication Plan Usage and Familiarization Training

Public Safety Interoperability Awareness Course

State of Nevada Terrorism Liaison Officer Basic Course

Terrorism Recognition, Awareness & Prevention Partnership (TRAPP)

Certified Six Sigma Greenbelt

ITIL V2 and V3 Certification

Total Quality Management Certification