

If you have any questions related to the TABs and CACs or the application process, please email AdministrativeServices@ClarkCountyNV.gov.

Name of TAB or CAC Applying For: Sunrise Mountain

Full Name (First, Middle Initial, Last): Harry Don Williams

Home Street Address: 6335 Hotchkiss Ct.

Home Address City/State/Zip Code: Las Vegas, Nevada 89110

Mailing Address: 6335 Hotchkiss Ct.

Mailing Address City/State/Zip Code: Las Vegas, Nevada 89110

Employer: City of Las Vegas

Occupation: Liasion/Neighborhood Specialist Ward 5

Email Address: [REDACTED]

Cell Phone: [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.

Youth Neighborhood Partnership Board - City of Las Vegas appointed by Councilman Cedric Crear - Term reappointed yearly

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

I have worked for the city of Las Vegas for 17 years and Clark County for five years. I would bring a wealth of experience on issues that include; planning, neighborhood issues, code enforcement, parks and recreation, public works, operation and maintenance. I have spent the past 15 years working directly in the Ward 5 council office under former Commissioner Weekly, Councilwomen Brenda Williams, Councilman Ricki Barlow, and presently Councilman Cedric Crear. I have relationships with county, local, and federal jurisdictions that have provided me with a wealth of knowledge to deal with complex issues. I also worked for five years as a mediation specialist with the CC and developed mediation skills.

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

I certify that I am a QUALIFIED ELECTOR and that my primary RESIDENCE is WITHIN THE BOUNDARIES of the TAB or CAC area to which I am applying. 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:

Clark County Department of Administrative
Services
6th Floor
500 S. Grand Central Parkway
Las Vegas, NV 89155

Mail Application to:

Department of Administrative Services- 6th
Floor
Attn: Agenda Coordinator
P.O. Box 551712
Las Vegas, NV 89155-1712

Fax Application to:

(702) 455-3558

Email Scanned Copy to:

AdministrativeServices@ClarkCountyNV.gov



Town Advisory Board (TAB)/ Citizens Advisory Council (CAC) **Application**

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

Town Advisory Boards (TAB) and Citizens Advisory Councils (CAC) were created to assist the Board of Clark County Commissioners (County Commission) in an advisory capacity with the decision-making process in supplying public services to the unincorporated towns or areas of Clark County. There are five (5) TABs that are elected and eight (8) that are appointed by the County Commission. There are also six (6) CACs that are appointed by the County Commission.

Each TAB or CAC consists of area residents and serve as formal direct channels to the County Commission allowing for greater input into the future of their towns or areas. These members serve without compensation for two-year (2-year) terms and have the responsibility of assisting the County Commission, in an advisory capacity, in the governance of the unincorporated town or area by acting as a conduit between the residents and the County Commission.

TABs and CACs hold regular, public meetings throughout the year. At these meetings, members of the TABs and CACs are informed of matters pertaining to their respective town or area, provide input regarding various matters, forward the concerns or problems of residents to the County Commission, assist in long-term planning, and disseminate information of interest to the residents of the town or area. All meetings are subject to the Nevada Open Meeting Law (NRS Chapter 241).

Information on Elected TABs:

The following TABs are elected pursuant to NRS 269.576 (7): Bunkerville, Laughlin, Moapa, Moapa Valley, and Searchlight. Elected TAB members do not serve at the pleasure of and may not be removed by the County Commission.

Application Overview:

If you are interested in applying for membership on a TAB or CAC that has a vacancy, you must meet two (2) criteria: 1) be a qualified elector; and 2) be a resident of the unincorporated town or area encompassed by the TAB or CAC.

Harry D. Williams Jr.

6335 Hotchkiss Court • Las Vegas, Nevada 89110

[REDACTED]

Summary of Qualifications

- Possess a multi-faceted variety of experience developing, implementing, and coordinating programs and events for communities
- Extensive experience preparing and writing grants and seeking budgetary funding
- Knowledge of federally funded entitlement programs and community development processes
- Experience producing effective reports and proposals
- Possess outstanding communication, organization, and writing skills
- Extensive experience, knowledge, and awareness working and interacting with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds
- Experience and ability to supervise and implement independent decision-making
- Ability to interpret, apply rules, regulations, policies, and procedures
- Extensive experience and knowledge of various computer programs and related software such as Microsoft Word for Windows, Excel, and Access, Outlook, and Publisher; Word Perfect, Arc View, Hansen, Corel, Adobe Photoshop & Page Maker, GroupWise, "E" based programs and The Internet

Work Experience

City of Las Vegas

Neighborhood Planner

06/05 - Present

- Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities
- Maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process, and community contacts
- Provide assistance and establish and maintain productive and professional working relationships with community leaders and various elected officials, staff, developers, and the business community as a whole
- Maintain an understanding of group interests and perspective
- Research various ways to coordinate resources to accomplish positive change
- Identify active members of the community to assist in developing potential for neighborhood advancement

- Assist in creating neighborhood groups, steering committees, and various boards and commissions
- Lead and participate in evaluating and strategic development of new and existing neighborhood organizations
- Respond to inquiries and questions related to neighborhood issues and concerns
- Analyze and compile technical and statistical information for special studies and reports
- Develop, administer and analyze neighborhood and organization surveys to evaluate neighborhoods needs and issues

Clark County Parks & Community Services

Neighborhood Services Specialist

10/03 - 06/05

- Lead, direct and participate in evaluating neighborhoods for community development opportunities and revitalization programs
- Organized and implemented a multiplicity of community and neighborhood programs and activities
- Developed, prepared, and administered neighborhood survey projects
- Coordinated and facilitated neighborhood organization process and service projects
- Created and develop budget outlining costs related to proposed projects
- Addressed concerns regarding neighborhood-specific issues
- Collected and record statistical and demographic information
- Created and maintain an extensive and comprehensive database
- Prepared clear and concise correspondence including a variety of reports and proposals
- Served as the lead person on neighborhood college and congress and various committees
- Supervised and manage staff members to ensure efficient and effective programming within all aspects of neighborhood communities
- Established and maintain effective working relationships with various constituents and leaders within the community
- Contributed effectively to the accomplishment and vision of the team on all unit goals, objectives, and activities

Clark County Parks & Community Services Neighborhood Justice Center

Mediation Specialist II

01/00 - 10/03

- Developed and direct the development of comprehensive school conflict management programs and community-based conflict resolution services
- Conferred with school entities, community organizations, neighborhoods, and service professionals to identify conflict areas, resolution or mediation intervention

- Acted as a specialist with schools and the community to develop confidence in programs and to encourage participation
- Developed guidelines and parameters for the selection of program participants
- Provided ongoing support to school faculty and staff to compliment program administration
- Developed materials, methods, and techniques to meet the needs of schools and the community
- Conducted a multi-faceted arena of orientation sessions, workshops, presentations
- Provided extensive training for school staff, parents, peers, and community members to complement program implementation
- Maintained detailed written documentation of program status based on program elements
- Prepared a variety of correspondence including statistical reports
- Maintained and nurtured an effective and positive working relationship with school districts, community service agencies, neighborhoods, and schools
- Contributed to the overall efficiency of the organization

Clark County Detention Center

Juvenile Detention Assistant

9/99 - 01/00

- Supervised juveniles in court-appointed facility and treatment program
- Administered program policies and procedures
- Documented and monitored daily activities
- Oversaw and enforced rules and regulations
- Responded to and resolved concerns and complaints

Center for Independent Living

Day Treatment Coordinator

6/99 - 01/00

- Managed a program budget, including grant writing and reporting
- Implemented, facilitated, organized daily activities for treatment and residential programs for at-risk children
- Initiated employment and vocational assessment and training programs
- Processed treatment plans and discharge summaries
- Maintained daily case management reports
- Produced and review monthly and quarterly progress reports
- Supervised and maintain documentation for medication compliance
- Managed certification training reports and licensing data
- Maintained confidentiality of medical and legal documents

Sierra Nevada Job Corps Center
Work Experience Specialist
9/98 - 6/99

- Maintained effective public relations with a variety of community organizations and groups
- Implemented and maintained working relations with potential sites for school work program
- Coordinated and initiated job placement for individuals in the program
- Maintained weekly employer status reports
- Determined students eligible to participate in special programs
- Provided orientation of program and expectations to new students

City of Reno Parks, Recreation & Community Services Division
Youth Service Division Manager
9/97 - 9/98

- Managed a program budget, including grant writing and reporting
- Produced, maintained, and researched state and federal grants
- Maintained a \$1,000,000 budget for various recreation programs and community centers
- Developed, coordinated, and implemented strategic plans and various activities for the youth services division
- Allocated grant funds to various recreation programs
- Assessed recreational needs for youth services programs
- Coordinated and managed parks and recreational activities
- Served as city representative before local agencies, special interest groups, and the community
- Researched, implemented, and marketed programs
- Interacted and maintained positive rapport with members of the local government including city and county officials
- Supervised and trained full-time staff
- Developed and maintained resource directory of program support services
- Facilitated events to ensure proper participant and staff safety
- Investigated complaints, identified problem areas, and recommended viable solutions
- Attended meetings and served on various committees

Rite of Passage, 24-Hour Alternative School
Case Manager/Unit Manager
7/89 - 9/97

- Developed and directed the development of comprehensive conflict management programs
- Managed a program budget, including grant writing and reporting
- Assisted and operated a residential treatment facility for at-risk children

- Developed, facilitated, and coordinated a variety of training, educational, recreational, and behavior modification services and programs
- Supervised and trained full-time staff
- Analyzed and administered athletic-based programs and activities to motivate students
- Maintained client case records and confidential files
- Served as a mediator, counselor, and advocate for students
- Positively promoted at-risk youth programs to social service agencies and maintained positive rapport with various agency personnel and officials
- Communicated and interacted with members from local government agencies including county and city officials including judges, probation officers, and the general public regarding coordination of programs and treatment issues
- Served as community service agencies liaison and provide resource referral
- Initiated and secured internships and job placement opportunities for students upon graduation
- Assessed and responded to grievances with written responses and provide effective solutions
- Enforced policies, procedures, rules, and regulations
- Prepared statistical reports and proposals
- Attended meetings, conferences, and seminars

Education

Master of Public Administration 2007

University of Nevada, Las Vegas • Las Vegas, Nevada

Certificate in Public Administration - (2005)

University of Nevada, Las Vegas • Las Vegas, Nevada

Bachelor of Arts, General Studies (1990)

The University of Nevada, Reno • Reno, Nevada

Associate of Arts, Criminal Justice (1987)

Monterey Peninsula College • Monterey, California