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Resume

LEON L. WILLIAMS

EDUCATIONAL BACKGROUND:

San Diego State: September, 1947 to February, 1950 (in approximately three years received B.A. Degree, major in Psychology and minor in English).

Subsequently, (1952 to 1958) worked evenings toward a Master of Science Degree in Public Administration. Completed all work for the degree at that time, except the thesis.

Received a certificate in Public Welfare Administration, a thirty graduate unit certificate.

CONFERENCES:

Over the last twelve years, attended many conferences, workshops and institutes in the field of government and administration, sponsored by the Federal Government, City Government, and by the American Society for Public Administration and the Western Governmental Research Association.

COMMITTEE PARTICIPATION:

Member of the Executive Board of the San Diego Council of Boy Scouts. He serves as a member of the Board of Directors of the Community Welfare Council, the Greater San Diego Industry Education Council, Economic Opportunity Commission of San Diego County, Inc., the National Council of Christians and Jews, the Neighborhood House Association, KSEA Radio Station, and the Elementary Science Institute. He has served as a member of the Mayor's Council on Youth Opportunity and is a member of the National Association for the Advancement of Colored People, the Southeast YMCA, the Regional Advisory Board on Criminal Justice, San Diego City College Citizens' Advisory Committee, and the Sierra Club. Also, retains professional membership in the American Society for Public Administration, the Western Governmental Research Association, and the San Diego Vocational Guidance Association.

REFERENCES (cont.)

Mr. George Scott	Owner Walker-Scott Department Stores San Diego, California
Mr. Henry Jackson	Owner Broker's Financial 102 Euclid Avenue San Diego, California
Dr. John D. Todd	Medical Doctor 8875 La Mesa San Diego, California
Mr. Frank Exarhos	Principal Assistant To The City Council City of San Diego San Diego, California

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LEON L. WILLIAMS

WORK HISTORY: (Beginning with the present)

From	To	Description
1-7-69	Present	Was appointed to the City Council to fill an unexpired vacancy for District 4. Retained the seat in the November, 1969 General Election, re-elected again in November, 1971, by 60% Citywide; 70% district. Duties: Act as a member of a nine (9) member City Council, the legislative body of the City of San Diego, City Budget of approximately $135,500,000; vote upon questions before it. Represents District 4 and all of San Diego. Act as member of Council in making legislative and administrative decisions. Example: levy taxes, acquire property, act on ordinances, appoints department heads, approve contracts, establish own rules, establish retirement system and schedules of compensation for employees, fix salaries, authorize investigations, regulate public utilities, reject and readvertise bids, and numberous other administrative, political, and legislative duties.
1-3-66	4-72	Project Director of Neighborhood Youth Corps. Wrote original proposal, and proposals thereafter; sought funding, established Countywide NYC. Project started off serving approximately 250 yougsters, for Southeast San Diego, now serving as many as 3,400 or more at times, Countywide, involved with virtually every high school district and several elementary school districts, including most of the cities within the County, the County itself and most Federal agencies and non-profit agencies in the Council, including C.A.A. agencies. Administered program in accordance with NYC By-laws and governmental procedures. Administered budget of 3 (three) million dollars, established and maintained working relationship

From	To	Description
1-3-66 (cont.)	4-72	making contacts with personnel, community representative and officials. Exercised general supervision over employment policy; supervision over, employment policy; supervised execution of governmental rules and regulations, Neighborhood Youth Corps policies, and countless other related duties.
2-57	1-66	Administrative Assistant to the Sheriff of the San Diego County. Generally responsible for administrative matters within the department. Involved in nearly all administrative problems of the department. Routine responsibilities were: budget development and administration, i.e., preparing justification and budget, document, purchasing equipment and supplies, budget. accounting, controlling property and supplies, department payroll; Research and studies of various kinds affecting the use of personnel, equipment, acquisition layout and use of office space, contracts, leases; Conducting department administrative business with other County departments Chief Administrative Officer, Civil Service and Personnel, Purchasing Department, Public Works, etc; Supervise eight persons in the above functions; Deal with sales and management personnel of various business firms.
9-52	2-57	San Diego County Welfare Department. Started as Social Worker Trainee and advanced to Supervising Social Worker. As a Trainee and Social Worker, duties were to interview applicants for and recipients of public assistance, determine eligibility for assistanc assist recipients and/or family members to become employable and to find employment. As a supervisor my duties were supervising six to eight social workers and clerks in administerin the aid program and helping to solve the many attendant problems.

From	To	Description
2-50	9-52	Worked at the U. S. Naval Air Station, North Island. Duties were scheduling aircraft parts and assemblies for repair in the shop and ordering repair parts and supplies.
9-44	9-47	Worked at the U. S. Naval Air Station, North Island. Duties were repair of damaged Naval Aircraft.
1-43	9-44	U. S. Army.