[ms-0398.9|2.005.004]
DEC 3 1965

APPLICATION FOR EMPLOYMENT

NAME Leon Lawson Williams

PERMENENT ADDRESS 3024-E-St. San Diego PHONE NO. 239-6519

AGE 43 MARITAL STATUS Married NO. CHILDREN 3

Are you a citizen? Yes x No ___

Height 5'11" Weight 175 Are you in good physical condition? Yes x No ___

If not, what is your disability? ___

Have you served in the Armed Forces of the U. S.? Yes x No ___ If yes, what branch Army

EDUCATION

Name of Institution	Location	Dates Attended	Diploma or Degree	Date of Graduation
Kern County Union High School	Bakersfield	1937-1941	yes	June 1941
San Diego State	San Diego	1947-1950	B.A.	Feb. 1950
San Diego State	San Diego	1952-1958	Worked toward M.S. Degree did not complete Thesis	

EMPLOYMENT HISTORY

Employer or Organization Sheriff's Department San Diego County

Address 222 West "C" Street San Diego, Calif.

Your Title or Position Administrative Assistant

Period of Employment 1957 to present

Reason for Leaving ___

Brief Statement of Duties General Administrative duties (see Resume)

Employer or Organization Welfare Department San Diego County

Address 1375 Pacific Highway San Diego, California

Your Title or Position Social Worker Trainee - Social Worker - Supervising Social Worker

Period of Employment September 1952 to February 1957

Reason for Leaving to accept present position

Brief Statement of Duties Determining eligibility of receipients and giving other adjustmental assistance when possible. (see resume)

Use Additional sheet if necessary

SEE RÉSUMÉ

Leon L. Williams
3024-E- Street
San Diego, Calif.
239-6519

December 2, 1965

Program Administrator
Neighborhood Youth Corps

EXPERIENCE: Since February 1957 I have been Administrative Assistant to the Sheriff of San Diego County. This a general and very responsible position in the department for administrative matters and is involved in nearly all administrative problems of the department. Routine responsibilities are: Budget development and administration i.e., preparing justifications and the 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, acqisition 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.

September 1952 to February 1957 - 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 receipients of public assistance, determine eligibility for assistance, assist receipients 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 administering the aid program and helping to solve the many attendant problems.

From February 1950 to September 1952 worked at the U.S Naval Air Station, North Island. Duties were scheluling aircraft parts and assemblies for repair in the shop and ordering repair parts and supplies.

September 1944 to September 1947 worked at the U.S. Naval Air Station, North Island. Duties were repair of damaged Naval Aircraft.

January 1943 to September 1944 U.S. Army

EDUCATION: September 1947 to February 1950 attended San Diego State College. Received B.A. Degree with 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 except the Thesis. During this period also received a Certificate in Public Welfare Administration, a thirty-graduate-unit certificate.

Over the last ten years attended many conferences, workshops, and institutes in the field of Government and Administration, sponcered by the American Society for Public Administration and the Western Governmental Research Association.

FAMILY: My family is composed of my wife, three children and myself. Two of the children, Karen and Leon Jr. are attending College. the youngest, Susan, is in junior high school.

PERSONAL: I like Folk Dancing, music, hiking in the mountains and keeping informed of International affairs, domestic political and socio-economic developments.

Leon L. Williams