



DIRECTOR OF FINANCE & ADMINISTRATION SUPPLEMENTAL APPLICATION

Name: _____

Please submit responses to the following questions along with your employment application, cover letter and resume. Please number your responses and address each question on a separate page.

1. Describe your management and supervisory experience. Include number of direct staff and the functions you managed. Discuss the scope of your responsibilities, who you reported to, and the number and classifications of staff you supervised.
2. Summarize your education and/or experience in general accounting work, including financial and statistical records and reports. Include in your discussion your work experience in governmental (fund) accounting.
3. Describe your role in preparing and administering budgets. Include size of budget(s) and type (line item, program, zero base, etc.).
4. Summarize your experience related to investments of public funds, including the size of portfolio involved.
5. Describe your experience with respect to property tax records including assessment law, and procedures, property maps and legal description; and related legal documents.
6. Describe your experience and responsibilities with long-term debt financing/issuance and administration.
7. Describe your experience in records management, records retention and file administration.
8. Describe your experience and knowledge in conducting an election for a public agency board.
9. Summarize your knowledge and experience with personnel administration, including benefit administration and labor relations.
10. Summarize your knowledge and experience with information systems administration.
11. Summarize your knowledge and experience with purchasing and facilities administration, including contracts and requests for proposals.

If you do not have the experience in any of the above items, please describe what steps you would take if you were given the task.