

Application Supplemental Questionnaire

**Position: Administrative Assistant/Board Secretary
or
Administrative Services Manager I**

Supplemental Questions are REQUIRED and MUST be submitted in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing.

Please limit all answers to supplemental questions to no more than one page each. Responses must be typed. If no experience, please indicate "N/A". Your answers to these questions, along with your employment application and resume will be evaluated to determine if you will be considered further.

1. Please outline your job experience that you believe qualifies you for this position.
2. This position provides key administrative support to the General Manager, five (5) Board Members, and staff. Describe your experience providing administrative support to a multifaceted, and fast paced office.
3. Describe your experience providing exceptional customer service. (Include employer name, your title, and a brief description of the type of service(s) provided by the office, entity, etc. in which you performed these duties.)
4. Describe your experience managing multiple projects with varying deadlines while ensuring accuracy of your work, including techniques you utilize to stay organized and be successful.
5. Please describe your experience with preparing meeting agendas, correspondence, contracts, reports, and minutes, calendar management, budget management, and planning meetings.
6. Please describe your experience managing people. Although this is not currently a requirement of the job, personnel management is a large part of the day to day operations of the District and experience in this area will be beneficial to assist with the HR duties associated with the administrative position.