

## **Administrative Manager - Required Supplemental Questionnaire**

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Along with your completed employment application and your resume, please provide answers to the following essay questions. Completion of the questionnaire is part of the District's selection process in order to more accurately evaluate your application and qualifications for the position of Administrative Manager. Please provide typewritten answers as a separate attachment. Completed responses should be submitted with your application and resume.

1. Describe in detail your experience, educational background, and qualifications for this position.
2. With what computer programs are you most familiar?
3. Please tell us what motivates you and give us an example of a time when this type of motivation factor resulted in a significant accomplishment.
4. With what types of people do you find it difficult to work?
5. How often do you like to meet with your supervisor?
6. Describe a time when you performed a task or project outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What challenges did you face? What was the outcome?
7. Please identify why you are pursuing a career with North County Fire & Medical District and what particular skills or abilities you would bring to the Administrative Manager position?

