

DIRECTOR OF FINANCE/ **ADMINISTRATIVE SERVICES**

Job Recruitment Questionnaire

ADDITIONAL QUESTIONS FOR APPLICANTS

As part of the recruitment process, CVAG is asking applicants to briefly answer the following five questions. The five answers should not exceed two pages, using standard font sizes and page margins. The answers should be submitted with the required application and resume.

1. Aside from the finances, the Director of Administrative Services also oversees the personnel issues. Without divulging specifics, provide an example of a time you were able to use your skill set to resolve a sensitive personnel issue.
2. CVAG is a Joint Powers Authority agency, and as such, adheres to governmental accounting. Please describe your experience in Fund Accounting.
3. The Director of Administrative Services is heavily involved in preparing budgets as well as audits. Please describe your experience in these arenas, and include an example of how you were able to strike a balance between competing needs while using limited resources.
4. The Director of Administrative Services sometimes is involved in multiple projects at the same time. Describe how you manage your time on a daily or weekly basis, particularly in situations where you had pressing deadlines and had to multitask.
5. As a Director, you will be required to give presentations to various CVAG committees. What attributes do you bring to your public presentations, and how do you prepare for them?