

Management Analyst – Contracts/ Procurement

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. Please explain some of your experience in either developing and/or managing contracts.
2. CVAG's Management Analyst for contracts and procurement is often 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.
3. CVAG is a small agency where colleagues frequently collaborate. This role is one that works across departments. What are some of the characteristics you bring to the job that make you a good fit for this type of team environment?
4. In reviewing contracts or plans for procurement, what are some of the details that you look for to ensure it is the best for the agency?
5. As a management analyst, you will occasionally give presentations to various CVAG committees. What attributes do you bring to your public presentations, and how do you prepare for them?