

# **Transportation Program Manager**

## 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. The Transportation Program Manager works closely, and collaborates with, coworkers on a specific transportation project. Provide an example of a time you collaborated with a coworker on a project to meet an important deadline.
2. CVAG manages a variety of transportation programs, some of which include Active Transportation, Signal Synchronization and Bicycle and Pedestrian Safety. Tell us about your experience managing one of these types of programs and how that will contribute to CVAG.
3. The Program Manager may be involved in project delivery and project management of a transportation project. Please describe your experience in oversight, analysis and input through all phases of project development.
4. The Program Manager will be 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 may have pressing deadlines and must multitask.
5. As a Program Manager, 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?