



MANAGEMENT SERVICES, INC.

Supplemental Questionnaire

City of Oxnard
Housing Director

Supplemental Questionnaire Instructions

For your convenience the Supplemental Questionnaire can be completed online but must be **hand signed** and **mailed directly** to RJA Management Services, Inc. to complete your application package.

An application package consists of two (2) copies of your resume with a signed cover letter outlining your qualifications, an RJA supplemental questionnaire, and a **list** of five (5) professional references.



Management Services, Inc.
Supplemental Questionnaire

ALL MATERIALS MUST BE RECEIVED BY
THE DATE ON OUR WEBSITE
www.rjamanagement.com
FOR CONSIDERATION.

TO APPLY: Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with cover letter, and a list of 5 professional references. Please call RJA at (626) 447-3318 if you are unable to meet the deadline.

SEND TO: Dr. Richard Garcia, President, RJA Management Services, Inc., 550 W. Duarte Rd., Ste. 6, Arcadia, CA 91007.

Position Applying For:		CITY OF OXNARD- HOUSING DIRECTOR	
First Name	MI	Last Name	Current Title
			Business Phone ()
Home Address			Home Phone ()
			Cell Phone ()
			Email
Degree(s) and Related Certificates		Dates Received	Have you ever been convicted of a felony or misdemeanor? (Pursuant to Ordinance 5356, the Criminal Records Ordinance. Convictions are not an automatic disqualification to employment.) If yes, please explain on an additional sheet of paper. Yes No
Are you bilingual? Yes No		Do you have any objections to RJA conducting background checks? If yes, please explain on an additional sheet of paper.	
If yes, what language(s)?		___ Yes ___ No	

<i>RJA would like for you to honestly evaluate your experience in/with the following job related activities.</i>	Key: E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience																																																																								
<table border="0"> <tr> <td>General Management</td><td>___</td><td>Automated Systems</td><td>___</td><td>Intergovernmental Relations</td><td>___</td> </tr> <tr> <td>Human Resources Management</td><td>___</td><td>Assisted Housing</td><td>___</td><td>Community Relations</td><td>___</td> </tr> <tr> <td>Org. Re-Engineering/Restructuring</td><td>___</td><td>Section 8</td><td>___</td><td>Dispute Resolution</td><td>___</td> </tr> <tr> <td>Strategic Planning</td><td>___</td><td>HUD Policies, Procedures & Prog.</td><td>___</td><td>Contract Negotiations</td><td>___</td> </tr> <tr> <td>Goal Setting</td><td>___</td><td>Gov't Hsg. Laws & Codes</td><td>___</td><td>Consensus Building</td><td>___</td> </tr> <tr> <td>Team Building</td><td>___</td><td>Fiscal Management</td><td>___</td><td>Public Presentations</td><td>___</td> </tr> <tr> <td>Org. Development</td><td>___</td><td>Cost Benefit Analysis</td><td>___</td><td>Report Writing</td><td>___</td> </tr> <tr> <td>Training</td><td>___</td><td>Budget Preparation</td><td>___</td><td>RFP Development</td><td>___</td> </tr> <tr> <td>Employee Relations</td><td>___</td><td>Real Estate</td><td>___</td><td>Proposal Writing</td><td>___</td> </tr> <tr> <td>Grants Mgt./Administration</td><td>___</td><td>Property Management</td><td>___</td><td></td><td></td> </tr> <tr> <td>Project Management</td><td>___</td><td>Tenant Relations</td><td>___</td><td></td><td></td> </tr> <tr> <td>Program Evaluation/Monitoring</td><td>___</td><td>Landlord Relations</td><td>___</td><td></td><td></td> </tr> </table>	General Management	___	Automated Systems	___	Intergovernmental Relations	___	Human Resources Management	___	Assisted Housing	___	Community Relations	___	Org. Re-Engineering/Restructuring	___	Section 8	___	Dispute Resolution	___	Strategic Planning	___	HUD Policies, Procedures & Prog.	___	Contract Negotiations	___	Goal Setting	___	Gov't Hsg. Laws & Codes	___	Consensus Building	___	Team Building	___	Fiscal Management	___	Public Presentations	___	Org. Development	___	Cost Benefit Analysis	___	Report Writing	___	Training	___	Budget Preparation	___	RFP Development	___	Employee Relations	___	Real Estate	___	Proposal Writing	___	Grants Mgt./Administration	___	Property Management	___			Project Management	___	Tenant Relations	___			Program Evaluation/Monitoring	___	Landlord Relations	___			
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Please answer the following essay question. Be concise. Use additional paper, but no more than 1 page.

Please describe your experience in planning and implementing organizational changes and new processes. Discuss the most challenging aspects of this experience.

In accordance with State Law, the information requested below shall be used for statistical purposes only. This information will be kept confidential and separate from the application form. Refusing to provide this information will have no impact on the evaluation process. Thank you for your assistance.

How did you hear about this position?	Race/Ethnic Group	Sex
___ RJA Letter ___ PHADA Advocate	___ African American ___ Hispanic	___ Female ___ Male
___ RJA Call ___ IEDC	___ Asian ___ Filipino	Can you perform this function with reasonable accommodations? ___ Yes ___ No
___ Western City ___ CALHFA	___ American Indian ___ Pacific Islander	
___ Jobs Available ___ Internet _____	___ Caucasian ___ Other	
___ NAHRO Monitor ___ Other _____		

EMPLOYMENT HISTORY:*Please note that your resume should reflect entire employment history.*

Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
Reason for Leaving	Supervisor's Job Title	Total population served by organization
	Total number of your staff: Direct Supv. _____ Indirect Supv. _____	Total number of employees in: Organization _____ Department _____
Dates of Employment to	Job Title	Largest annual budget administered
Annual Salary \$	Organization:	
	Address:	
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I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

DATE _____ APPLICANT'S SIGNATURE _____