



Management Services, Inc.
Supplemental Questionnaire

Open Until Filled
First Review Beginning
MAY 18, 2016

TO APPLY: Submit a complete application package consisting of this completed questionnaire, 2 copies of a current resume with signed cover letter outlining qualifications, and a list of 5 professional references. Please notify RJA at (626) 447-3318 if you are unable to meet the deadline.
SEND TO: Dr. Richard Garcia, President, RJA Management Services, Inc., 2719 So. Mayflower Ave., Suite A, Arcadia, CA 91006.

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|---|----|----------------|---|---|------------------|
| Position Applying For | | | | Monterey County, CA Director, Monterey County Parks Department | |
| First Name | MI | Last Name | Current Title | | |
| Home Address | | | Preferred Phone # () | | circle one C H W |
| | | | Alternate Phone # () | | circle one C H W |
| Degree(s) and Related Certificates/Licenses | | Dates Received | Email | | |
| | | | Do you have any objections to RJA conducting background checks? If yes, please explain. | | |
| Are you bilingual? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If yes, what language(s)? | | | | | |

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|--|-------|--|-------|
| RJA would like for you to honestly evaluate your experience in/with the following job related activities. | | Key: E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience | |
| Municipal Management | _____ | Managing Workforce Diversity | _____ |
| Personnel Administration | _____ | Administering Enterprise Operation | _____ |
| Equal Opportunity Laws | _____ | Concessions Agreement Negotiations | _____ |
| Labor Relations | _____ | Community Services/Programs | _____ |
| Team Building | _____ | Park Administration | _____ |
| Staff Development | _____ | Park Maintenance | _____ |
| Project Management | _____ | Public Safety | _____ |
| Strategic Planning | _____ | Park Services Laws & Regs. | _____ |
| Budgeting | _____ | Conservation/Environmental Protection | _____ |
| Financial Management | _____ | Marketing | _____ |
| Revenue Generation | _____ | Capital Improvement Projects | _____ |
| Economic Development | _____ | Policy Implementation | _____ |
| Organizational Analysis | _____ | Board/City Council Relations | _____ |
| Community Engagement | _____ | Intergovernmental Relations | _____ |
| Public Affairs/Media Relations | _____ | Contract Negotiations | _____ |
| Contract Administration | _____ | Consensus Building | _____ |
| Dispute Resolution | _____ | | _____ |
| Please answer the following essay questions. Be concise. Use additional paper, but <u>no more than two pages.</u> | | | |
| Describe an experience you have had instituting an unpopular organization change strategy or program. Were you successful? Why or why not? | | | |

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|--|--|---|---|
| The following voluntary and confidential questions are for statistical and research purposes only. | | | |
| How did you hear about this position? | | Race/Ethnic Group | Gender |
| <input type="checkbox"/> RJA Letter | <input type="checkbox"/> ICMA | <input type="checkbox"/> African American | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other |
| <input type="checkbox"/> RJA Call | <input type="checkbox"/> Park & Recreation Association | <input type="checkbox"/> Asian | If you believe you possess any disability that would require test accommodation, please call RJA at (626) 447-3318. |
| <input type="checkbox"/> Jobs Available | <input type="checkbox"/> Referred by _____ | <input type="checkbox"/> American Indian | |
| <input type="checkbox"/> Western Cities | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Caucasian | |

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

| | | |
|---------------------------|--|--|
| Dates of Employment to | Job Title | Largest annual budget administered |
| Salary \$ | Organization and Location | |
| 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 |
| Salary \$ | Organization and Location | |
| Reason for Leaving | Supervisor's Job Title | Total population served by organization |
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| | Total number of your staff: Direct Supv. _____ Indirect Supv. _____ | Total number of employees in: Organization _____ Department _____ |

I certify that the information on this supplemental questionnaire is true to the best of my knowledge and belief.

DATE _____ APPLICANT'S SIGNATURE _____