



MANAGEMENT SERVICES, INC.

## Supplemental Questionnaire

### *City of San Diego, CA- Director of Park and Recreation* 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:				<b>CITY OF SAN DIEGO, CA- DIRECTOR OF PARK AND RECREATION</b>			
First Name	MI	Last Name	Current Title				
Home Address			Business Phone ( )				
			Home Phone ( )				
			Cell Phone ( )				
Degree(s) and Related Certificates			Dates Received		Email		
Are you bilingual? ____ Yes ____ No If yes, what language(s)?			Do you have any objections to RJA conducting background checks? If yes, please explain. ____ Yes ____ No				

RJA would like for you to honestly evaluate your demonstrated knowledge of or experience in/with the following job related activities.		<b>Key:</b> E = Extensive Experience L = Limited Experience C = Considerable Experience N = No Experience	
General Management ____	Maintenance Assessment Dist. ____	Consensus Building ____	
Human Resources Management ____	Median Maintenance ____	Managing Diversity ____	
Strategic Planning ____	Recreation Programs ____	Staff Development ____	
Change Management ____	Senior Programs ____	Employee Relations ____	
Goal Setting ____	Youth Programs ____	Intergovernmental Relations ____	
Performance Evaluation ____	Environmental Programs ____	Council Relations ____	
Fiscal Management ____	Project Management ____	Citizen Participation ____	
Budgeting ____	Program Evaluation ____	Oral Communication ____	
Parks Management ____	Policy Analysis ____	Written Communication ____	
Open Space Coordination ____	Customer Service ____	Other ____	

Please answer the following essay question. Be concise. Use additional paper, but **no more** than one page.

The City is undergoing reviews of current park and recreation operations for streamlining purposes. Can you describe similar efforts you have overseen or in which you have participated? Please describe your role and the outcome, as well as how you integrated the new mission and vision of the streamlined organization into the existing culture.

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	____ J.O.B.	____ African American	____ Hispanic	____ Female	____ Male
____ RJA Call	____ CPRS	____ Asian	____ Filipino	Can you perform this function with reasonable accommodations? ____ Yes ____ No	
____ Western City	____ GovtJobs.com	____ American Indian	____ Pacific Islander		
____ Jobs Available	____ Internet _____	____ Caucasian	____ Other		
____ ICMA	____ 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 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
Annual 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
Annual 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
Annual 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 _____

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

DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_