



CITY OF CAPITOLA
ASSISTANT TO THE CITY MANAGER
SUPPLEMENTAL QUESTIONS

Answers to the three supplemental questions should not exceed three pages. At the top of each page include your name and the page number. Duplicate each question before responding.

The application and responses to the supplemental questions will be reviewed and evaluated prior to the next step in the recruitment process.

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience in the following areas of personnel: employee relations, employee benefits, recruitment and examination, salary administration, discipline, performance evaluation. Please be specific about the length of your experience and your role in each area.
2. Describe a situation where you personally took a risk or implemented an out-of-the-box/creative solution to a problem.
3. Describe your management level experience in the following areas:
 - A. Conducting administrative, operational or management analyses.
 - B. Developing and managing a city or department budget.
 - C. Internal/external communications including media relations, presentations to a governing body or public.