

# Sacramento Regional Transit District Supplemental Questionnaire

## Director, Office Management and Budget

**Final Filing Date: Wednesday, July 27, 2016**

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

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**Please answer the following questions. Limit your answers to no more than two double-spaced typed pages for each question. Attach answers on a separate sheet of paper and number each item accordingly.**

1. Describe, in detail, your experience in the following areas. In your response, include the employer and number of years/months you performed the duties.
  - Accounting
  - Budgeting
  - Finance
  - Grants
  
2. Describe, in detail, your experience in the following areas. In your response, include the employer and number of years/months you performed the duties.
  - Financial analysis on strategic initiatives
  - Developing long term financial forecast models
  - Developing fiscal sustainability strategies
  
3. Describe your experience supervising and directing staff, including details of the oversight you provided. In your response, include the employer, number of years/months you performed the duties, the number of staff supervised and their titles and areas of responsibility.