

MISSION HILLS COMMUNITY SERVICES DISTRICT
GENERAL MANAGER RECRUITMENT
SUPPLEMENTAL QUESTIONNAIRE

Please briefly respond to each of the following questions by attaching sheets with your responses. Please print or type responses and attempt to keep each response to one-half page, or less. Answers to all the questions are to be included with your completed job application.

1. Briefly describe the organization in which you work (or recently worked), including its size, makeup, and major issues facing it and your role in solving the issues

2. Briefly describe your experience in the areas of budget and personnel administration, water treatment and distribution, wastewater collection and treatment, and regulatory compliance.

3. What are the three areas in which a good General Manager should focus his/her attention?

4. Please attach a copy of a recent staff report or publication you have prepared to give us an example of your written communication with the Board of Directors/City Council or supervisor. Please limit your sample to no more than two pages.

5. Budget experience: Briefly describe the capital and O&M operating budgets for your current or most recent job? Describe your role in developing, justifying, and controlling departmental and agency wide budgets.

6. Describe your management and supervisory philosophy and/or style.

7. Outline your three major accomplishments during your applicable work history.