

Executive Assistant / Clerk of the Board

SUPPLEMENTAL QUESTIONNAIRE

Name _____

Answer the following questions, using as many pages as you need, and include it/them with your application materials. Be sure your name is on each page.

1. Describe your knowledge and experience with transit agencies:

2. Describe your experience working in government:

3. Describe your experience writing, managing and reporting on grant funding, including administrative activities:

4. Describe your abilities in using personal computers and software:

5. What would you say your level of proficiency is in developing and using spreadsheets?

(Please submit a business sample that demonstrates the way you organize information.)

6. Describe a work experience working collaboratively on a team.

Include: Your role, the approximate duration, the expected timeline and the results.
