



Operations Manager Supplemental Questions

The information you provide in this questionnaire will be used to assign you a score for the training and experience rating component of the hiring process. This information is very important. Not all applicants will move on in the selection process. If there is missing or unclear information, you may not receive full credit for your experience. The information you provide must be reflected in the work history section of your application. **Do not mark "see resume" or "see attachment" for your answers to ANY of the questions.**

SUPPLEMENTAL QUESTIONS

1. How many years of full-time experience do you have in operational management, employee management and supervision, consultants/contractors oversight and direction, and managing operating budgets and capital projects? *Please note:* If you have worked part-time, you must adjust the experience you are reporting accordingly. For example, if you worked 20 hours per week it would take two years to reach one year of full-time equivalent experience. **Do not write "see resume" or "see application".**

2. Which of the following best describes your experience in operational management?

No experience
Less than one year
More than one year but less than three years
More than three years but less than five years
More than five years but less than seven years
More than seven years

3. Please detail your experience in operational management. Include the name of the employer(s), your job title(s), and your specific role and responsibilities for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application".**

4. Which of the following best describes your experience in employee management and supervision?

No experience

Less than one year

More than one year but less than three years

More than three years but less than five years

More than five years but less than seven years

More than seven years

5. Please detail your experience in employee management and supervision. Include the name of the employer(s), your job title(s), and your specific role and responsibilities for each experience. If you do not have this type of experience, type "n/a". **Do not write "see resume" or "see application"**.

6. Please detail your experience in planning and managing projects or programs. Be specific regarding the type of project or program, the tasks you performed, the number and roles of members on team, if any. Include the name of the employer and your job title for each experience. If you do not have such experience, type "n/a". **Do not write "see resume" or "see application"**.

7. Please describe your experience in managing operating budgets and capital projects. Include the actual duties you performed. When and where did the experience occur? Include the name of the employer and your job title for each experience. If you do not have such experience, type "n/a". **Do not write "see resume" or "see application".**

8. Please detail your experience in working with city or county staff and elected officials. In what ways did you communicate with and/or assist city or county staff and elected officials? Include the name of the employer, your job title, and your specific role and responsibilities for each experience. If you do not have such experience, type "n/a". **Do not write "see resume" or "see application".**

9. Please detail your experience in the solid waste industry. Include the name of the employer, your job title, and your specific role and responsibilities for each experience. If you do not have experience in this area, enter "n/a". **Do not write "see resume" or "see application".**

10. Describe any special training you have completed or skills and experience you currently possess that you feel would make you the best qualified person for this position.