



**ADMINISTRATIVE ANALYST II**  
**Supplemental Questionnaire**

The purpose of this supplemental questionnaire is to allow you to elaborate on your qualifications in specific job-related areas. It is important that you provide this information in as clear and concise a manner as possible. You are limited to a total of 3 typed (8½ x 11) pages to respond to the seven (7) items below. When describing your experience in the following areas, first indicate the job where you gained the experience by referring to #11 of the application form and identify that job by letter (a, b, or c). Use the information provided above, along with the job announcement, to guide you in making your responses relevant to the District's situation.

1. *Describe your background and skills related to the handling of administrative tasks and responsibilities. Please include your experiences reviewing and analyzing documents, writing and editing reports, recordkeeping and managing data. Please indicate your length of relative experience.*
2. *Describe your direct experience with non-profit accounting, providing examples of the types of bookkeeping and accounting activities you have performed in a non-profit setting.*
3. *Have you ever personally written grant proposals and reports? If yes, describe the types of grants and reports that you have written and some of your successes. Include, what made your proposals successful.*
4. *Have you ever worked with a non-profit, volunteer board of directors as part of your professional duties? If so, what sort of interactions did you have or work did you perform on their behalf?*
5. *Describe your experience with contract management.*
6. *Please indicate your level of experience in the following software programs: (i.e., none, beginning; intermediate or advanced):*  
*Word \_\_\_\_\_ Excel \_\_\_\_\_ Access \_\_\_\_\_ PowerPoint \_\_\_\_\_*  
*IFAS \_\_\_\_\_*  
*E-mail (Outlook) \_\_\_\_\_ Internet (Search Engines) \_\_\_\_\_ or*  
*Fundraising Software \_\_\_\_\_ (Name of Software) \_\_\_\_\_*
7. *Apart from what you have covered above, please describe any other skills and abilities you possess that are applicable to this position.*