



CONTRACT/ENCROACHMENT SUPERVISOR
Supplemental Statement

INSTRUCTIONS

The purpose of this supplemental statement 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 three typed (8 ½ x 11) pages to respond to the six items below. When describing your experience in the following areas, first indicate where you gained the experience. Use the information provided in the job announcement to guide you in making your responses relevant to the District's situation.

1. *Please summarize your experience administering construction contracts.*
2. *Please describe one example of how you have negotiated a complex encroachment permit.*
3. *Please describe your experience supervising the work of others. Include in your response the number of employees you supervised, their job classifications, and whether they were members of a bargaining unit, (union) specific journey-level positions, temporaries, and contractors. Describe your experience with assigning and evaluating work products, selecting and training new staff, discipline, etc.*
4. *Please describe your experiences establishing systems for processing and tracking expenditures, contracts, capital projects, POs, credit cards, etc; reviewing and analyzing budgets.*
5. *Please describe your experience and level of expertise using various computer applications.*
6. *Please describe your experience preparing materials for review by an elected Board of Directors or corporate equivalent.*

Please limit your response to 3 pages maximum. Sign each page, staple to your Application Form and submit this package as your completed Application packet.

IMPORTANT! I certify that the information I have provided is true and correct to the best of my knowledge. I understand that misrepresentation of information may cause me to forfeit all rights to employment with East Bay Regional Park District.

Signature _____ **Date** _____