

EAST BAY REGIONAL PARK DISTRICT

EXECUTIVE SECRETARY Supplemental Statement

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 3 typed (8½ x 11) pages to respond to the 6 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. Select the job from your application in which you had the most experience reviewing and analyzing documents, drafting and editing reports and correspondence for management staff, Board of Directors or elected officials.
2. Select the job from your application where you held the most responsibility for managing an office. In addition, if you had supervisory responsibilities, indicate the number of subordinates you supervised and their job titles, also describe the scope of your supervisory responsibilities (i.e., hired, trained, evaluated performance, disciplined, etc).
3. Select the job from your application where you were required to support a large workforce. Describe the positions you supported, and the duties you performed.
4. Select the job from your application where you had the most responsibility coordinating and scheduling meetings. Describe the scope of your responsibility and discuss any e-mail or computer calendar programs utilized.
5. Select the job from your application that required that you to handle confidential or sensitive materials such as finance or personnel documents. Describe your duties, and your protocol for handling confidential matters.
6. Please indicate your level of experience in the following software programs: (i.e., none, beginning or 1 - 6 months; intermediate or more than 6 months, and advanced:

Word _____ Excel _____ Access _____ PowerPoint _____ IFAS _____

Email (Outlook) _____ Internet (Search Engines) _____

Please remember that you are strictly limited to a 3 page maximum for your responses. Please sign each page, certifying that the responses are true and correct to the best of your knowledge. Any misstatement or omission will cause forfeiture to all rights of employment with the East Bay Regional Park District. Staple the supplemental pages to your Application Form, and submit these materials as your completed application packet.