

EAST BAY REGIONAL PARK DISTRICT
PARK UNIT MANAGER SUPPLEMENTAL STATEMENT

NAME: _____

Instructions:

The purpose of this supplemental statement is to allow you to elaborate on your qualifications in each of the specific job-related areas. Your responses should be specific, clear and concise in demonstrating your ability to perform in each of the following areas outlined below. Address each numbered question separately, and be sure your name is clearly identified on each page submitted. Include references to education, experience and/or achievements. Include place of employment, pertinent dates, etc. when responding to questions. You are limited to a total of four typed (8-1/2 x 11) pages to respond to the questions below. Use the job announcement to guide you in making your responses relevant to the District's situation.

1. Describe any direct park or leisure service operation experience you have that included diverse (ideally comparable) components, such as:
 - Park Landscape Management
 - Natural Resources Management
 - Campground, Kiosk (Revenue Collections)
 - Trails Operations
 - Customer Service
 - Contract Administration
 - Risk Management
 - Computer Skills (word processing, email, databases, spreadsheets, etc.)
 - Aquatics

2. Describe your supervisory experience in a parks operation agency. Indicate the number of full time employees supervised, their job titles; indicate any other types of employees you have supervised, i.e., temporaries, seasonals, work crews, concessionaires, volunteers, and contractors.
 - a) Please explain your experience in setting and ensuring work standards for a subordinate staff, such as for employees stated above, of significant (ideally comparable) complexity.

3. Please give one or two examples that demonstrate the extent of your experience and knowledge in dealing with day to day labor relations issues, specifically, your experience in solving interpersonal conflicts between employees, handling grievances or recommending disciplinary actions.

4. Describe your budgeting experience, including the size and your specific responsibilities for managing the budget. Include criteria or strategy that you have used to determine budget levels.

5. As Park Unit Manager, you will be in a high public contact position. Describe an experience and solution you were responsible for that involved a public controversy or park visitor activities that required mediation, public information and administration/enforcement of an agency policy.

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 the East Bay Regional Park District.

Signature: _____