

COMMUNITY PLANNING AND DEVELOPMENT PROGRAMS SPECIALIST - Supplemental Questionnaire

INSTRUCTIONS: The purpose of the Supplemental Questionnaire is to identify your job related qualifications. The Application and Supplemental Questionnaire must be **fully** completed. Work history listed in the Supplemental Questionnaire **must** also be provided in the Application. Your Application, Supplemental Questionnaire, College Transcripts, and other material will be reviewed and a score assigned based on information submitted.

Failure to submit a Supplemental Questionnaire or answer all questions will result in disqualification. A resumé will **not be accepted** as a substitute for full completion of the required Application and Supplemental Questionnaire. If more space is needed attach additional sheets, limit each response to ½ page.

For positions requiring college education, a legible official or student transcript (copies accepted) issued by the institution must be submitted for verification or you will be disqualified. Computer downloads of student records, grade/advisor reports, degree plans, class schedules, etc. will not satisfy this requirement. For positions that do not require college education, providing transcripts may increase your score and ranking on the employment register. To receive credit for other courses, classes or seminars, a copy of certificate(s) should be submitted with each Application.

FAILURE TO ANSWER ALL QUESTIONS WILL RESULT IN DISQUALIFICATION.

1. Community Planning and Development Programs Specialist requires a minimum of a bachelor's degree from a recognized college or university in accounting, business administration, public administration or a closely related field. Describe your educational background. List the name(s) of the college/university attended, dates attended, major(s) and degree attained.

TRANSCRIPTS MUST BE SUBMITTED WITH APPLICATION FOR POSITIONS REQUIRING COLLEGE EDUCATION

For the following questions, indicate the names of your employers, your titles, duties, responsibilities, dates of employment and the length of time duties were performed with *each* employer.

2. Community Planning and Development Programs Specialist requires a minimum of three years responsible experience in contract coordination and in the monitoring of grant assistance programs. Describe your qualifying experience.

3. Provide specific examples of your experience performing contract audits to ensure compliance with contractual obligations.

For the following questions, indicate the names of your employers, your titles, duties, responsibilities, dates of employment and the length of time duties were performed with *each* employer.

4. Provide specific examples of your experience developing, coordinating and monitoring contracts for federally funded grants, loans and projects.

5. Provide examples of your work experience maintaining complex records and preparing detailed comprehensive reports regarding grant agreements and contract compliance.

6. Provide specific examples of your experience reviewing invoice and reimbursement requests and monitoring program budgets.

7. Knowledge of federal grant program regulations including Community Development Block Grants, HOME Investment Partnership Grants and Emergency Shelter Grants is an essential requirement of this position. Provide examples of your work experience that demonstrate your knowledge of federal grant program regulations pertaining to these grants.

8. Provide examples of your work experience that demonstrate your knowledge of federal and state bid laws and contract administration practices.

Certification of Applicant: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, education and experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to employment under the jurisdiction of the Personnel Board for Mobile County.

_____ Date _____ Signature _____
