
HOUSING PROGRAMS MANAGER SUPPLEMENTAL QUESTIONNAIRE

The purpose of this questionnaire is to provide candidates the opportunity to elaborate on their qualifications and experience in specific job-related areas. Your written questionnaire responses and application will be reviewed and rated. Candidates who meet the minimum requirements **and** are the **best qualified** for the position will continue in the exam process.

PLEASE BE ADVISED THAT although you may possess the minimum requirements for this exam, you are **not guaranteed** advancement in the selection process. Return your completed application and supplemental questionnaire immediately as the exam may close at any time.

DIRECTIONS:

It is critical that you respond to this supplemental questionnaire completely AND submit with your completed application; however please limit your responses to one page for each question. Indicate your name on each page of your response. Failure to complete the supplemental questionnaire will result in the rejection of your application.

- 1. Describe your knowledge of and experience with subsidized rental housing programs – your role, level of responsibility, number of staff supervised and size of program.**
- 2. This position supervises a large number of subordinate staff. Describe your leadership style and explain why you feel it is the best method. What makes people follow your lead? How do you influence behavior and outcomes? What challenges do you expect with a large staff?**
- 3. The Housing Programs Manager position requires solid problem solving and strong decision-making skills. How do you approach problem solving and what factors do you consider in decision making? Provide an example of how your problem solving and decision-making skills were applied.**
- 4. How do you ensure the quality and consistency of your team’s work product?**