



Facilities Administrator - Supplemental Questionnaire

Resumes and applications provide us with useful information, but it is also helpful to provide candidates with an opportunity to provide additional information on their experience, interests, skills etc. Please answer each of the questions below to the best of your ability and submit with your application. Thank you for your interest in joining the Riverside County Transportation Commission team of dedicated employees!

1. Describe in detail your experience with documenting and tracking the progress of work by vendors. Please provide specific examples of your role with overseeing the day-to-day in these activities.

2. What experience do you have with administering contracts for consultants and/or public municipality contract services?



3. What is the best way for a Facilities Administrator to drive customer service within an organization?

4. Describe your expertise planning, implementing and directing a comprehensive program of facility planning and development. What organization did you do this for and what was your role?



5. What experience do you have in managing projects with Federal funds and documenting and reporting requirements for the federal funds.