

CITY OF BELLEVILLE
PROJECT ADMINISTRATOR QUESTIONNAIRE (OCTOBER 2022)

Please read these instructions carefully.

1. Please provide your answers to the attached questionnaire as a **SEPARATE** document.
 - Questionnaire responses not received as a separate document will not be considered.
2. An emailed copy of the completed questionnaire is acceptable to expedite the process, however, you may also mail the completed questionnaire to the address below.
 - This is an open posting. The first resume and questionnaire deadline for applicants will be **October 28, 2022 at 12:00pm**. The first interviews will be the week of **November 7, 2022**. If you wish to be considered during the first process, please adhere to the dates outlined. If a candidate is not selected, the position will remain open and questionnaires received after the October 28 date may be considered should there be a need for a second round.
 - Return completed questionnaires in a sealed envelope addressed to:

City of Belleville
Attention: City Manager David Robinson
6 Main St
Belleville, MI 48111
or
Email to: [drobinson@belleville.mi.us](mailto:d robinson@belleville.mi.us)
 - Applicants choosing to mail their questionnaire should be conscious of postal delivery times.
 - Questionnaires received after the deadline date will only be considered if an applicant from the first set of interviews is not chosen.
 - E-mailed questionnaires will be accepted.
3. This questionnaire has 30 questions.
 - Inaccurate or incomplete questionnaires will result in the removal from the hiring process.

This questionnaire will be reviewed

- The basis of candidates selected for further consideration will be the ability to meet minimum qualifications, as demonstrated through the resume and questionnaire.
 - Relevant education, experience, work history and the quality and professionalism of responses to the questionnaire will be considered when determining which qualified applicants will be scheduled for the oral interview.
4. Oral Interviews to be held the week of November 7, 2022.
 - Applicants who have been selected to advance to the oral interviews will receive email notification. *Applicants must respond to this email to confirm their attendance.*

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NAME _____ DATE _____

1. Describe your post-secondary education.
 - a. If you have completed a college degree; list the following:
 - i. School Name
 - ii. Highest Degree Earned (i.e. Associates, Bachelors, Masters)
 - iii. Major or Degree Program

2. Have you held management/supervisory/project management employment with any of the following?
 - Federal Government
 - State Government
 - County Government
 - Municipal Government
 - Private Entity

If yes, describe your supervisory experience. Please explain in detail, include your position title, organization name, number of staff members supervised and your level of responsibility.

3. Describe your work experience in Project Management in detail. Please include company/organization name, position title, responsibilities, years of service and reporting structure. Please start with the most current work experience and work backwards.

4. Describe your experience with Public Works including Building and Planning.

5. Describe your experience in Grant Writing, or finding alternate funding sources.

6. Describe your experience and responsibility level with Budgeting and Finance.

7. Describe your Human Resources work experience in detail.

8. Describe any experience and responsibility level in regards to Collective Bargaining Agreements.

9. Describe your past work experience with Boards and Commissions.

10. Describe in detail your experience working for or with an Elected Body.

11. Describe your past work experience with Collaborative Partnerships?

12. Describe in detail your experience working with Downtown Development Authorities.

13. Describe your experience in Economic Development.

14. Describe in detail your experience working with the Business Community specifically in terms of Business Recruitment and Retention.
15. Describe your Leadership Style.
16. How do you hold employees accountable?
17. Situations at work can sometimes be difficult. Describe how you build and maintain working relationships with your peers.
18. In a small community the resources available both financial and human are limited, how do you approach accomplishing the goals and objectives of the council and meeting the needs of the community?
19. Based on what you know about the city, what are the top three challenges facing the City of Belleville?
20. If selected as the Project Administrator, what will you do to address the challenges noted above?
21. Tell us what you have done to change/improve the culture in an organization.
22. Please describe your Community Involvement.
23. Why should you be selected as the top candidate? What will you bring to the organization that makes you the best candidate for the position?
24. Any job offer at the City of Belleville is contingent upon the results of a background check to include social media, previous employment verification. The background check will include obtaining information on any past or current court proceedings, police actions, and convictions. These will not automatically bar a candidate from employment. However, if you answer this question dishonestly, regardless of the results of the background check, you will be disqualified from consideration for this position. Candidates will be required to submit a current Michigan I-chat if a contingent job offer is made. Do you have any concerns with any of these coming back with unsatisfactory results?
25. Your current and past employers will be contacted. Do you have any concerns with any of your employment references being unfavorable?
26. Have you ever left from a position, or resigned from a position, because you suspected if you did not leave or resign that you might be terminated? *If yes, explain in detail.*
27. Have you ever had any disciplinary actions taken against you? Yes/No *If yes, explain in detail.*
28. Do you currently have a valid Driver's License? Yes/No
Note: A current valid Driver's License at the time of application is a minimum qualification for this position. Candidates will be required to submit a current driving record if a contingent job offer is made.
29. If you were selected for the Project Administrator position with the City of Belleville, what is your minimum salary requirement? Please do not respond "open" or "negotiable".
30. If selected what is your available start date?

Your responses to this questionnaire MUST be received by the City of Belleville no later than noon on October 28, 2022 to be considered for the interviews. E-mailed questionnaires will be accepted.