

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
SUPPLEMENTAL APPLICATION

**AIR QUALITY ENGINEERING MANAGER
ENGINEERING DIVISION**

OPEN: August 18, 2008

CLOSE: September 15, 2008

Individuals who apply for this position must respond to each of the following questions and return their responses to the Human Resources Office along with their official District application no later than the time and date specified in the vacancy announcement. The responses to the supplemental application questions will be used in accordance with the procedures indicated under the Selection Criteria in the vacancy announcement.

Instructions: Please limit your responses to one page per question. Do not combine your responses, or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question. Please be advised that the information you provide will be evaluated "as is" and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

You must provide the following for each question regarding experience: The name of the employer where you gained your experience, your job title, length of time in years/months performing the specific function, and detailed examples that illustrate your duties and responsibilities.

1. Please describe your education that qualifies you for this position. Include your area of study and any degree(s) received along with a listing of major coursework.
2. Please describe your experience in air quality engineering. Include in your answer the organization where you gained your experience, your job title, and a brief but complete description of the related duties and responsibilities. Also, list the positions and number of staff you led and/or supervised.
3. Please describe your air quality engineering lead or supervisory experience. List the positions you led or supervised. Describe your overall role and responsibility. Provide specific, detailed examples that illustrate your experience setting performance standards and methods you used to ensure work products met those standards. Indicate your role in setting the standards and the number of years/months you led or supervised the positions.
4. Please describe your air quality engineering experience in the following areas. Include in your answer the organization where you gained your experience, your job title, the length of the experience in years/months, and a brief but complete description of the related duties and responsibilities.
 - i. Permitting programs
 - ii. Data element collection, quality assurance, storage, and retrieval
 - iii. Use of computer databases and systems to increase automation and productivity

Please return this signed form attached to your responses.

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions or privileges of employment.

SIGNATURE: _____

DATE: _____