

## Town Manager Pre-Employment Questionnaire

First Name

Middle Initial

Last Name

1. How much experience do you have with the municipal budgeting process?  
0-3 Years  
4-7 Years  
8 + Years  
None
2. How much experience do you have with municipal management?  
0-3 Years  
4-7 Years  
8 + Years  
None
3. Are you currently serving as an elected official?  
Yes  
No
4. Have you ever held an elected position in this state or another?  
Yes  
No
5. Do you currently hold any professional certifications or endorsements relevant to the position of Town Manager?  
Yes  
No
6. How much experience do you have as the head of a municipal government's human resources department?  
0-3 Years  
4-7 Years  
8 + Years  
None
7. Have you ever been convicted of any crime? [*Note: This would not automatically exclude you from consideration for this position.*]  
Yes  
No

8. Have you ever served any sort of jail/prison sentence? [*Note: This would not automatically exclude you from consideration for this position.*]

Yes

No

9. Are you familiar with and know where to find the Arizona Revised Statutes?

Yes

No

10. What experience do you have with applying Arizona Revised Statutes and local laws to ensure fair and equal application and enforcement?

I have little to no experience

I have some experience

I am comfortable with applying the law

I am extremely familiar with and know how to interpret and apply local, state and federal laws as written

11. As a municipality, we often have to seek bids for work done. How experienced are you with the creation of bid packets and/or Requests for Proposals (RFPs)?

I have little to no experience

I have some experience

I am comfortable with creating bid packets and/or RFPs but could use some more experience

I am extremely versed in the creation of bid packets and/or RFPs and feel comfortable working with them

12. Do you have any experience working with municipal budgets? If so, how much?

0-3 Years

4-7 Years

8+ Years

I don't have any experience working with a municipal budget

13. Do you have any concerns with the Town of Huachuca City conducting a pre-employment background check?

Yes

No

14. As the Town Manager, you will be required to be at every official, public meeting held by the Mayor and Council. You will also be required to prepare and give regular reports and special reports on subjects/topics as requested by the council. Is this something you will be able to do effectively and efficiently?

- Yes
- No

15. I am NOT a felon. [*Note: This would not automatically exclude you from consideration for this position.*]

- True
- False

16. Do you know about Arizona's Open Meeting Law?

- Yes
- No

17. Do you know about Arizona's public records laws?

- Yes
- No

18. Do you know about Arizona's conflict of interest laws?

- Yes
- No