



[Home](#)
[About Springfield](#)
[City Hall](#)
[Public Meetings](#)
[City Services](#)
[Jobs](#)
[News and Events](#)
[Online Forms and Documents](#)
[Regional Links](#)
[Kids Links](#)
[Contact Us](#)

Administrative Service Bureau Manager, 2018-13 Prequalifying Questions

Please complete the following prequalifying questionnaire providing the information requested about your experience and background to include listing employer(s), dates of employment, duration of employment, job title(s), and related job duties. If you answer with 'See Resume', you will not be considered for this posting.

This questionnaire will be scored. **The information you provide in the answers below will be used to determine if you will proceed to the next phase of the selection process.** Information related to education and experience must be verifiable on your application to be given credit.

* 1. Any equivalent combination of knowledge, skills, education and experience may be considered qualifying. Do you have at least a Bachelor's degree in business, public administration, finance, or related field?

Yes No

* 2. What is the highest degree you have completed (Associates, Bachelors, etc.), and what field is your degree in? If this doesn't apply, please indicate "N/A".

3. Please indicate how many years (full-time equivalency) of experience you have in each of the following areas:

* A. Business Administration:

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* B. Program Coordination:

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* C. Budgeting:

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* D. Data Collection:

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* E. Financial Management:

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* F. Personnel Management

None less than 1 year 1-2 years 2-3 years 3-5 years 5-7 years 7 or more years

* 4. Briefly describe your education, knowledge, and experience that you feel makes you qualified to be Chief of Staff over personnel and business systems, which includes budget and financials for Eugene Springfield Fire.

* 5. Preference may be given based on qualifications. Please mark all that apply:

- Master's Degree in Business or Finance or related field
- Previous Medical billing and compliance experience
- Program management experience to include managing budgets in excess of \$50 million
- NONE of these apply to me

* 6. As a requirement of this position, a valid Oregon Driver's License is required by time of appointment. (Or, if from out-of-state, obtain a valid ODL pursuant to DMV rules.)

- I currently have or can obtain a valid ODL I cannot obtain a valid ODL and this DISQUALIFIES me for this position

* 7. In order to be eligible to receive Veteran Preference Points, a completed form and supporting documentation must be submitted to Human Resources before the closing date and time of this posting. You may submit completed forms to HR via mail, email, fax, or in person. Refer to the Job Posting for more information and required form.

- I understand a form and supporting documentation must be submitted by the closing date to be eligible to receive points N/A

Please review your information for accuracy and completeness. You will not be allowed to return to this page after moving to the next page of the application.

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