

SENIOR BUYER - CONTRACTS

SUPPLEMENTAL QUESTIONNAIRE



Instructions:

The Supplemental Questionnaire is part of the recruitment process and must be submitted along with your completed online Golden Gate Bridge, Highway and Transportation Application for Employment. **Applications received without the completed Supplemental Questionnaire will not be considered.**

On a separate sheet, type your answers to the following questions regarding your experience and qualifications related to the Senior Buyer - Contracts position. You may attach as many sheets as required.

- 1) This position will lead procurements that could include large bus purchases, ferry vessel drydocking and rehabs, District-wide service agreements in areas such as IT consulting, communications, planning or security. Please describe your experience in leading complex procurements of equipment, services or construction. How many years' experience do you have in this area?
- 2) Please describe what you see as Procurement's role to the success of a complicated project and how you would add value to a project team.
- 3) This position requires superior communication skills, both written and oral. Please describe your experience as it relates to negotiating and drafting contracts as well as your experience in leading presentations or facilitating group meetings.
- 4) Please describe your experience with public procurement regulations, principles and procedures.
- 5) Please describe your computer systems/software programs experience with Microsoft Office (Word, Excel, PowerPoint, and Outlook) and/or other relevant software systems.