

**Alabama Crime Victims' Compensation Commission – Executive Director
Supplemental Questionnaire**

By January 31, 2023, submit completed questionnaire -- along with cover letter, resume, and writing sample. Please do NOT write "see resume" in response to the following questions, and only use the optional "comments" lines if necessary.

1. Do you currently live in the Montgomery, Alabama area, or plan to be living in the area by January 31, 2023? (No relocation reimbursement will be considered. Remote working arrangements are not available.)

Yes No

Comments (optional): _____

2. Do you have a current Alabama driver's license?

Yes No

Comments (optional): _____

3. Have you graduated from an accredited four-year college or university with a bachelor's degree and/or an advanced degree?

Yes No

Please indicate college/university and city/state, degree(s) received, graduation year(s), and major/minor fields of study: _____

4. Do you have at least 10 years of management and/or administrative experience, including supervisory experience?

Yes No

If yes, how many employees did you supervise in which roles (and years), as indicated on your resume?

Comments (optional): _____

5. Do you have experience selecting, training, supervising, motivating, and evaluating staff, as well as knowledge of personnel administration and management principles and techniques?

Extensive Experience Some Experience No Experience

In which roles (and years), as indicated on your resume? _____

Comments (optional): _____

6. Please indicate your level of expertise and experience in the following:

Leadership, planning, and goal setting	Minimal	Moderate	Extensive Experience
Conflict resolution	Minimal	Moderate	Extensive Experience
Oral and written communications	Minimal	Moderate	Extensive Experience
Principles/practice of public administration	Minimal	Moderate	Extensive Experience

Feel free to elaborate and/or indicate in which roles (and years) as shown on your resume:

7. Do you have extensive knowledge and experience formulating, submitting, and adhering to an annual budget, and of accounting principles?

Extensive Experience Some Experience No Experience

In which roles (and years), as indicated on your resume? _____

Comments (optional): _____

8. Do you have experience writing complex grant proposals/applications, managing grants, and responding to inquiries from auditors?

Extensive Experience Some Experience No Experience

In which roles (and years), as indicated on your resume? _____

Comments (optional): _____

9. Do you have experience interacting with legislative and other government officials, and knowledge of legislative processes and strategy?

Extensive Experience Some Experience No Experience

In which roles (and years), as indicated on your resume? _____

Comments (optional): _____

10. Do you have experience overseeing the maintenance of an agency/company facility, contracts, and procurement of equipment and supplies?

Extensive Experience Some Experience No Experience

In which roles (and years), as indicated on your resume? _____

Comments (optional): _____

11. Do you have excellent computer skills, and are you proficient with Microsoft Office programs?

I have basic computer skills but am willing to learn.

I only have a moderate proficiency with Microsoft Office programs.

I am extremely proficient with Microsoft Office programs, and generally have excellent computer skills.

Comments (optional): _____

12. Do you have experience working with victims of crime or with a victim service program, and/or have an understanding of interacting with individuals in crisis, and an ability to demonstrate courtesy, tact, and empathy?

Extensive Experience Some Experience No Experience

Please elaborate here and in your COVER LETTER: _____

13. The successful candidate will be subject to a pre-employment criminal background check and a pre-employment credit check.

Yes, I understand.

Comments (optional): _____