

STATEMENT OF QUALIFICATIONS

All applicants must provide a Statement of Qualifications (SOQ) to be considered. When preparing your Statement of Qualifications, you are required to follow these guidelines:

- The evaluation criteria on the Statement of Qualifications **MUST** be addressed and numbered in the same order as is listed below.
- The information you provide must be complete and presented in a clear and concise manner.
- The Statement of Qualifications must be typed, double spaced using an Arial font size no smaller than 12 point.
- Responses are limited to one (1) single sided, typewritten page per item.
- You must provide specific information in your response that demonstrates how your knowledge, skills, and training meet the Job Description and Duties and the Desirable Qualifications/Qualities required to assume this position.

Statement of Qualifications Questions

1. Describe the training and work experience that has prepared you to perform the day-to-day responsibilities of this position. Provide specific examples of your experience in managing these types of activities, the level of complexity and sensitivity involved, and practices that you have used and would continue to employ to be successful.
2. Describe your experience and ability to communicate effectively, including developing and delivering clear and persuasive written materials and oral presentations provided to Executive Management, the Legislature, State Control Agencies, Stakeholder groups, and other key entities. Specify the type of presentation or written document submitted and your specific involvement in preparing and presenting the information.
3. Describe your involvement in oversight, development, approval, and review of budgets that either supports a major program area or the overall department. Specify interactions with Control Agencies and in testifying before the Legislative budget committees. Please note experiences that involved significant challenges and their outcomes.
4. Describe your experience working in situations where there are multiple competing demands for your time on complex projects, sensitive issues, negotiations that required developing new viable alternatives to resolve a difficult situation, and very limited timeframes to accomplish these results. Include a description of the actions you took, your specific role, the steps you took to mitigate the situation and your personal work style and tools that you use in managing these types of situations.
5. Describe any previous experience you have had in providing/managing programs, services, or developing policies to assist older adults or adults with disabilities. Please describe the goal of this program, service(s), or policies and any observations you have as a result of these experiences.