

City of Huntington Beach

SUPPLEMENTAL QUESTIONNAIRE



CITY HISTORIAN

Your answers to the questions below, along with your application, will be carefully reviewed by a screening committee to assess your qualifications for this position. In addition to the content of your responses, writing skills will also be evaluated when reviewing your application materials.

Your answers should be submitted **typed** on 8 1/2" x 11" paper. Sign and attach this sheet along with the response pages to your application, then submit by the closing date of Monday, August 6, 2007 at 5:00 PM in the Office of the City Clerk.

Applications submitted without a completed Supplemental Questionnaire will be not considered

1. Describe your training and knowledge of utilizing archival methods for artifacts and digital images.
2. Describe your overall philosophy of how you would deliver "quality customer service" while working in the City Clerk's Office. Also include any community outreach you would plan for your role.
3. Describe your experience directly related to research projects for which you were responsible that would be required of the City's Historian.
4. Demonstrate your knowledge of the City's history by writing an essay on the topic of your choice (**no longer** than two typed pages, including 1" margins and no smaller font than 12 pt.).

NAME (Print): _____ Last 4 digits of SSN# _____

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information, or failure to attach this Supplemental Questionnaire and responses with City Application, may be cause for disqualification.

SIGNED: _____ DATE: _____