



MANAGEMENT ANALYST

APPLICATION DEADLINE: October 23, 2026

SUPPLEMENTAL QUESTIONS

Responses to these Supplemental Questions must be submitted with your application package for it to be considered complete. Invitations to participate further in the hiring process will be based on an evaluation of your application and the response to these questions. Applications received without a Supplemental Questions Response will not be considered.

Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

1. Procurement and Contract Administration

Describe your experience with drafting, reviewing, and procurement and administering contracts. Include the types of contracts you have worked with, your specific role, and any software or platforms (e.g., DocuSign, SharePoint, contract lifecycle management systems) you used to support procurement and contract administration.

2. Grant Administration

Summarize your experience with grant administration, including tracking expenditures, ensuring compliance, or preparing reports. Include any grant platforms, accounting systems or databases you used.

3. Document and Records Management

Describe your experience using or supporting electronic document and records management systems, such as SharePoint. Identify the systems you have used, your role, and the specific tasks you performed. Include any experience with document organization, access permissions, version control, and records retention.

Applications may be obtained from our website: www.tamcmonterey.org and submitted to:



Transportation Agency for Monterey County (TAMC)

Attention: Jeff Kise

Director of Finance & Administration

55-B Plaza Circle, Salinas, CA 93901

jeff@tamcmonterey.org

tel: 831-775-0903