League of Oregon Cities

Project Coordinator I

Supplemental Questionnaire

Dear Candidate,

In order for us to get a better sense of your qualifications for our position, please complete and submit your responses to the following scenarios with your application materials. Responses must be limited to a total of two (2) pages.

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scenario #1: The League of Oregon Cities (LOC) is constantly looking for ways to increase attendance and participation at regional meetings and trainings that occur throughout the year, at various locations across Oregon. Some of these are regularly scheduled and others are scheduled as needed. Some of the trainings are free and others require a fee to attend.

Describe what methods you would employ to increase attendance and participation at these events.

Scenario #2:The LOC is a non-partisan organization that represents all of Oregon’s cities. The employee in this position will regularly interact with city staff members and elected officials from cities across Oregon.

Suppose you are approached by a representative from City “A”, who presents a complaint about a decision made by City “B” (which may impact City “A”). You are not asked to take any specific action.

How would you handle that situation?