



**OPERATIONS MANAGER
SUPPLEMENTAL QUESTIONS**

1. This position will be responsible for financial management of the Program. Please describe your experience in financial management, including bookkeeping, processing payroll, invoices, grant reimbursement requests, preparing budgets, and any experience with auditing. If none, type N/A.
2. This position will be responsible for ensuring grant compliance. Please describe your experience in federal and/or state grant management. If none, type N/A.
3. This position will be responsible for managing procurement activities. Please describe your experience with federal and state procurement laws, and past experience managing large-scale procurements, including requests for proposals and bids. If none, type N/A.
4. This position will assist with program administration and will provide administrative support. Please describe your experience in management, reporting, governmental compliance, and providing administrative support. If none, type N/A.
5. Effective October 1, 2023, the Pensacola and Perdido Bays Estuary Program became an independent entity, having been previously hosted by Escambia County, FL. The Program is a not-for-profit corporation serving as an instrumentality of government. This is a new position created to support the Executive Director in financial and operational management of the Program. Based on your understanding of the position, please describe how you would approach establishing your role as Operations Manager and begin achieving the position responsibilities within the first ninety days of hiring.