

Statement of Qualifications. Use 12-point font and adhere to a 3-page maximum.

1. **Management.** Describe your experience, and the number of years engaged in, organizing and managing a program. The response must be high-level, but specific enough to provide the general nature of the services provided and your involvement in the oversight and management. Include any examples demonstrating (1) supervising the investigation, filing, and prosecution of complaints and cases, (2) leadership and management of professional and administrative staff, and (3) implementing quality improvement measures.
2. **Legal Experience.** Describe your experience with the practical understanding and implementation of laws, rules, and regulations of a regulatory agency, including any experience with the Political Reform Act. Specifically, describe your experience in a legal office handling high volume cases or investigations, and experience in administrative hearings, trials, or other judicial proceedings. Describe and provide examples of your ability to analyze complex problems, recommend and initiate effective courses of action and develop and implement policies and procedures as appropriate, especially in the legal context.
3. **Leadership.** Provide an example of your experience providing leadership over the implementation of a program, and your specific involvement with setting directions and/or establishing parameters by which the implementation was to occur. Please include whether your efforts were successful or not. Specifically describe examples of how you have exercised sound judgment in allocating limited resources to ensure the quality and quantity of the work meets expectations. Describe your leadership skills and provide examples of your ability to think strategically and function effectively as a member of an executive management team.
4. **Communication.** Describe your experience which demonstrates your ability to communicate effectively, both orally and in writing, with employees, stakeholders, fellow leadership, courts, and members of oversight agencies. Experience with representing an organization using excellent writing and verbal communication skills. Describe your ability to develop and foster collaborative partnerships with all levels of staff in state government, other regulatory agencies, members of the press and the public.

5. **Coaching.** Describe your experience which demonstrates your ability to coach employees and create a positive work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.