


## **RHONDA MONTOYA HASAN**

### **PERSONAL**

Address: NA

Contact: 

### **EDUCATION**

Juris Doctor  
University of Miami School of Law, Coral Gables, Florida

Bachelor of Arts, in History and Religion  
Duke University, Durham, North Carolina

### **SUMMARY OF RELATED EXPERIENCE**

2014 - Present	<u>CITY OF FORT LAUDERDALE, FLORIDA</u> Population 181,668  Assistant City Attorney
1997 - 2014	<u>CITY OF MIAMI BEACH, FLORIDA</u> Population 82,890  First Assistant City Attorney, City Attorney's Office
2003 - 2013	<u>ST. THOMAS UNIVERSITY SCHOOL OF LAW</u> Miami, Florida  Part-time Instructor
1990 - 1993	<u>ADMINISTRATIVE OFFICE OF THE COURTS,</u> <u>ELEVENTH JUDICIAL CIRCUIT, MIAMI, FLORIDA</u>  Judicial Clerkship
1986 - 1987	<u>PRESTON, THORGRIMSON, ELLIS &amp; HOLMAN</u> Washington, DC  Administrative Assistant
1985	<u>U.S. DEPARTMENT OF STATE</u> Washington, DC  Intern

Good morning Mr. Slavin.

Attached please find my resume in consideration for the City Attorney position. As you can see from the attached, I have a long history in government and have virtually touched upon every aspect of law that comprises a governmental attorney practice. I also would note that I was offered the City Attorney position for the City of Margate in 2018 but opted to stay here at Fort Lauderdale. For me, I am looking for the right opportunity and feel that the unsettling posture of our office currently is not a good fit for me any longer.

I would be pleased to discuss my credential with you in greater detail as well as with the City Commission. I am confident that I could be an asset to Fort Pierce.

I look forward to hearing from you.

Best regards,

***Rhonda Montoya Hasan***  
***Attorney at Law***

# RHONDA MONTOYA HASAN, ESQ.

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## BAR ADMISSION

The Florida Bar, admitted 1990.

U.S. District Court, Southern District, admitted 1993.

## EDUCATION

**University of Miami School of Law**, Coral Gables, FL

Juris Doctor, *cum laude*

Research and Writing Editor, Executive Board Member, Entertainment & Sports Law Review;  
Author, The Battle in Both Courts, NCAA v. Tarkanian, Ent. & Sports L.Rev. (Spring 1990).

**Duke University**, Durham, NC

Bachelor of Arts, in History and Religion

Sports Producer, Cable 13, Duke Video Yearbook; Reporter, The Chronicle; Managing Editor,  
Teacher-Course Evaluation Book

## EXPERIENCE

**City Attorney's Office**, Fort Lauderdale, FL

Assistant City Attorney, 2014 – Present

*Administrative Law*: Coordinate and handle Building, Fire and Code Compliance enforcement matters; present cases before various City and County Administrative boards, including Special Magistrate, Code Enforcement Board, Unsafe Structure Board, and Broward County Board of Rules and Appeals. Currently staff attorney to the Board of Adjustment. Handle all appeals from administrative bodies.

*Litigation*: Perform all aspects of litigation, including taking and defending depositions and witness preparation, write and argue motions in County and Circuit Court; managed own case load for foreclosure defense and personal injury matters; defend against as well as bring actions for injunctive relief.

*General*: Prepare resolutions, draft multiple ordinances; review commission memoranda, review development agreements; draft contracts; interlocal agreements; review Public Works task orders and change orders; handle issues on utility billing, procurement, public works operational issues, public works construction issues; review and approve City Attorney office bills; review all Fire Department policies and procedures for accreditation process; review hold harmless agreements; review software and licensing agreements for all departments; review memoranda of understanding with various outside government agencies; provide general daily support to all divisions of Public Works (Fleet, Sanitation, Sustainability, Engineering and Utilities), Code Compliance, Building, Fire, Information Technology and Utility Billing; liaison for the Infrastructure Task Force, Consent Order Progress Committee and Solid Waste Working Group.

**City Attorney's Office**, Miami Beach, FL

First Assistant City Attorney, 1997 – 2014

*Commercial and Construction Litigation*: Performed all aspects of litigation, including taking and defending depositions and witness preparation; researched, wrote and argued motions in County

## RHONDA MONTOYA HASAN, ESQ.

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and Circuit Court; managed own case load; prepared appellate briefs and presented oral arguments before the 11<sup>th</sup> Circuit Court of Appeals and the Third District Court of Appeals; defended against actions for injunctive relief; negotiated settlements at numerous mediations; assisted in compliance with development agreements.

*Capital Improvement Projects Office:* provided general daily legal, pre-litigation support for all City projects as requested; negotiated with bonding companies; prepared settlement agreements; prepared default and termination notices; evaluated construction, delay and equitable adjustment claims; handled all litigation of City projects; co-managed large cases with outside counsel; reviewed and approved outside counsel bills; selected and coordinated with trial experts; prepared licensing and hold harmless agreements.

*Legal Advisor, Building and Fire Departments:* Coordinated and handled Building, Fire and Parking Departments enforcement matters; presented cases before various City, County and State Administrative boards, including Special Master, Miami-Dade County Unsafe Structures Board, Miami-Dade County Board of Rules and Appeals, Miami-Dade County Fire Prevention and Safety Appeals Board, Florida Building Commission, Florida Construction Trades Qualifying Board and Florida Electrical Contractors' Licensing Board; conducted training of regulatory departments' inspectors; participated in meetings with homeowners, developers, contractors and design professionals to assist regulatory departments in resolving code issues; opined on HIPAA issues; prepared formal legal opinions; reviewed resolutions and proposed City Code changes.

*Labor and Personnel Issues:* defended administrative appeals of employee discipline action; prepared and cross examined witnesses, prepared and executed opening and closing statements.

*Personal Injury:* handled all aspects of personal injury cases, including taking depositions, preparing and answering discovery; evaluated medical records and IME's; consulted with Risk Management to evaluate value of cases; participated in mediations; drafted settlement agreements and releases.

Member of final interview panel for selection of the City's current Risk Manager and Fire Chief, 2013.

Reviewed public records requests, coordinated multi-department responses and provided formal response to requestors.

**St. Thomas University School of Law, Miami, FL**

Instructor, 2003 - 2013

Part time instructor for Legal Research and Writing; Advanced Legal Writing; Appellate Advocacy.

**Administrative Office of the Courts, Eleventh Judicial Circuit, Miami, Florida, Miami, FL**  
Judicial Clerkship, 1990 – 1993

**Preston, Thorgrimson, Ellis & Holman, Washington, DC**

Administrative Assistant, 1986 – 1987

## **RHONDA MONTOYA HASAN, ESQ.**

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**U.S. Department of State**, Washington, DC

Intern, Summer 1985

Top secret security clearance.

### **COMMUNITY LEADERSHIP AND HONORS**

**Named a Top Government Attorney**, *South Florida Legal Guide*, 2012 ed.

Member, Florida Elevator Safety Technical Advisory Committee, 2014-2016.

Member, Florida Bar Grievance Committee, 11th Judicial Circuit, February 2000-2003; Chairman, 2002-2003.

CLE Lecturer on Building Codes and National and Local Speaker on Nightclub Overcrowding.

Member, State Fire Code Technical Advisory Committee, 1999 to 2001.

Leadership Miami, Greater Miami Chamber of Commerce, 1991-1992.

Member, Leadership 2000, 1995 - 1998.

Coordinator for the City of Miami Beach, International Municipal Lawyer's Association Annual Conference, 1998.

President, Duke Alumni Club of Miami/Ft. Lauderdale, 1988-1994; Board of Directors and Young Alumni Coordinator, March 1994-1998. Member, Duke South Florida Development Council, January 1994-1997; Duke Alumni Interviewing Committee, 1994 to present.

Member, University of Miami Alumni Board, 1993-1995.

Member, Board of Directors, UNIDAD/Miami Beach Hispanic Community Center, August 1997-2001.

Fundraising Advisor, Hispanic Law Enforcement Association of Miami Beach, Inc., April 1997-2000.

Graduate and Class Commander, City of Miami, Citizen's Police Academy, 1998.

Member, Board of Directors and Treasurer, 2012 -2015, Davie Country Estates Homeowners' Association; past Vice-President and President, January 2004 to 2012.

Member, Architecture Review Committee, Imagination Farms Homeowners' Association, 2018 to present.

## **RHONDA MONTOYA HASAN, ESQ.**

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Vice-Chairman of Events Programming, Historical Museum of South Florida (Tropees), 1996 - 1999; Member, Board of Directors, 1994 - 1999; Chairman and Founder, Historic Pursuit Fundraiser, 1995-1998, nationally recognized in December 1998 edition of *Harper's Bazaar* as one of the top fundraising events in Miami.

Delegate, 1995 Florida Democratic Party State Convention.

Member, Dade County Democratic Executive Committee, 1996 - 2000.

Coach, NCAA Goya/Pharmed Men's Summer Basketball League, Miami, Florida, 1988-1998.

### **REFERENCES**

Available upon request.

**FORT PIERCE, FLORIDA  
CITY ATTORNEY  
REFERENCE COMMENT SUMMARY**

**RHONDA HASAN**

**REFERENCES INCLUDE:**

City of Fort Lauderdale Assistant City Attorney – Professional Colleague  
City of Miami Beach Deputy City Attorney – Professional Colleague  
City of Fort Lauderdale Assistant City Attorney – Former Professional Colleague and Subordinate

**PROFESSIONAL STRENGTHS:**

Wide breadth of professional knowledge with particular depth in code compliance, capital improvement, and regulatory matters  
Well-rounded experience and talent  
Leadership  
Management  
Solution focused - Skilled at getting to “yes.”  
Multi-tasking  
A true team player

**PERSONALITY:**

Collaborative  
Open  
Easy to work with

**INTERPERSONAL CHARACTERISTICS:**

Diligent  
Keep everyone in the loop and updated.  
A skilled and effective communicator

**MANAGEMENT:**

Leads by example.  
Accessible and open  
Mentors her staff  
Staff development  
Project leadership

**CITY OF FORT PIERCE, FLORIDA  
CITY ATTORNEY  
SEMI FINALIST CANDIDATE QUESTIONNAIRE**

Name: Rhonda Montoya Hasan

Home Address: [REDACTED]

Home/Work/Cell phone numbers: [REDACTED] 954-828-5039 (office)

E-mail address: [REDACTED]

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1. Why are you interested in becoming Fort Pierce's next City Attorney and how does this position fit into your overall career plans? I am looking for a city that provides a good opportunity for me. I have been offered a position as a City Attorney in 2018 but ultimately, did not feel that it was the best place for me. While I am happy in my current position, it is a good time for me in my career and life to move on and take the next step that I have been ready for some time to achieve. As you can see from my resume, I do not jump around at different jobs. I am looking for a good fit to stay for a while; it's not a stepping stone to somewhere else.
2. What is the largest number of employees that you have managed and where? What is the largest annual operating budget that you have managed? 4 employees; I have never managed a budget. I do review and approve all of the bills for the City Attorney's office.
3. How do you stay professionally current and on top of issues with the potential for significant impact on your jurisdiction? How do ensure that your employees stay current? Various intergovernmental associations and continuing legal education seminars that are held throughout the state for government attorneys. I also receive and participate in a government attorney e-mail service where government attorneys all over the state ask questions and share information pertinent to municipal and county government.
4. Describe your leadership and management style with your employees. I feel that I am a hands off manager/leader who is about collaboration and teamwork to get the job done and to provide the best legal advice to the client.
5. Have you ever worked directly for a policy making body? Yes, regularly over the past 26 years.
6. Are you a member in good standing of the Florida Bar? Yes
7. Describe your workload tolerance.... what type of office hours do you typically keep? I am not sure what "tolerance" means. I typically work 8:30 am to 5 but often work on projects, contracts, motions, briefs, etc at night and on weekends when necessary.
8. What would you hope to accomplish the first 30 days on the job; the first 6 months; and the first year? I think the first 30 days would be largely spent on getting to know the City's priorities, the expectations for the City Attorney's office and getting to know the Mayor and Commission and the City Manager and administration. I think that the first 6 months would additionally include evaluating the staff of the City Attorney's Office and the first year would be to provide excellent legal advice and service to the Mayor and

Commission and City Administration.

9. What experience do you have with organizational and/or performance analysis directed at identifying issues in need of change? In working with many departments daily in two different South Florida cities for decades, I believe that I understand staffing and performance, and not just in the City Attorney's office in terms of delivering quality services as well as legal advice.
10. Please describe your experience in dealing with intergovernmental entities. Specifically, how do you work with the City Manager and other sections/branches of the City government while maintaining your independence? I have always worked collaboratively and closely with City Managers, Commissioners, other charter officers and department heads. At the end of the day, the City Attorney provides advice and does not establish policy. I would say that the independence comes into play when there are legal issues to determine as opposed to issues of policy or an administrative issue. For legal issues, for example, like in contracts, legal issues must be addressed by the City Attorney's office. Remaining issues can be negotiated and collaborated on to meet the expectations of the governing body and the Administration.
11. Tell us how you communicate with your governing body and its individual members. I attend meetings and briefings on occasion with the governing body and I also appear before the City Commission at its meetings when requested. E-mail is also available and used as well to communicate directly with the governing body.
12. How would you handle situations where the Commissioners wish to take actions that you do not consider lawful? The City Attorney's role is to advise, so I would advise that the action was unlawful.
13. How would you handle questions of law, including issues relating to public safety, that may be viewed differently by an ethnically and economically diverse community and Commission? I think the City Attorney needs to be mindful of all citizens in the community that he or she serves which includes learning, understanding and respecting different points of view and again working collaboratively with the governing body, city community leaders to be responsive and maintain an open dialogue on important issues.
14. Please provide a copy of a legal opinion that you have authored. (You may provide a redacted copy).
15. Have you ever been found to have committed any acts of discrimination, sexual harassment, or creation a hostile work environment? If so, please explain. No.
16. Do you have any unusual personal consideration(s) that would need to be resolved before you could accept this position? If so, please explain. No.
17. Should you become a finalist candidate, we will perform education, credit, civil, criminal and motor vehicle court records, internet search and reference checks on you. In doing so, will we find anything that you need to explain in advance? No.
18. Is the resume you submitted accurate and current? If not, please explain any discrepancies. Yes.
19. Are you currently employed? Yes.

20. Have you ever been fired or resigned under pressure from a job? If so, please explain.  
No.
21. Have you ever sued an employer or been sued by an employer or employee? If so, please explain. No.
22. What are your compensation expectations? Commensurate with normal City Attorney salaries in South Florida.



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City Attorney's Office

**MEMORANDUM**

To: Cynthia A. Everett, City Attorney

From: Rhonda Montoya Hasan, Assistant City Attorney

Date: March 2, 2018

Re: Bond Validation Process

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As outlined by bond counsel, I understand the following is the process, which is governed by Chapter 75, Florida Statutes:

Initially, before filing an action in circuit court, the City Commission must approve an engineer's report describing the improvements to be undertaken and the associated costs for said improvements. The City Commission must also approve the assessment methodology pursuant to which the storm water fees are to be imposed. Lastly, the City Commission must adopt a bond resolution pursuant to which bonds are to be issued.

Step two would be the preparation of the bond validation documents which include: the validation complaint, the form of answer of the State Attorney, the Acknowledgement of Service of the State Attorney, a Memorandum of Law regarding the scope of the bond validation proceedings, the Notice of an Order to Show Cause, a Joint Stipulation, a Form Final Judgment and a Certificate of No Appeal. These are the typical form documents used for the process.

The Validation Complaint is filed in Broward Circuit Court. Once a validation hearing date has been obtained from the assigned judge, the validation complaint and notice of an order to show cause is served on the Broward State Attorney. The Order to Show Cause must be published once a week for two consecutive weeks, with the first publication not less than 20 days before the validation hearing date.

Prior to the Validation Hearing, it is advised to meet with the State Attorney to explain the nature of the project and proposed financing. A determination needs to be made at that time if the State Attorney will perfunctorily defend or if the State Attorney has substantive issues which will be vigorously presented. If there is an agreement, enter into a Joint Stipulation with the State Attorney. Unless the State Attorney will be contesting the hearing or there are third-party intervenors who oppose the validation, only two (2) City witnesses are required to prove the elements of the Validation Complaint. A City official needs to testify about the project and the need for financing and the Assessment Methodology Consultant needs to testify to address the appropriateness and validity of the fee methodology. Other witnesses could include the City's Financial Advisor or City Auditor and an engineering expert.

By statute and well established case law, the validation proceedings are limited in scope to: 1. the determination of whether the City has the authority to incur the bonded obligation and levy and collect Special Assessments as security therefor; 2. whether the purpose of the bonds is legal; and 3. whether the proceedings authorizing the obligations were proper.

It should be noted that courts have consistently held that collateral issues such as advisability, location or fiscal integrity of the project(s) is beyond the scope of judicial review in validation proceedings.

Once the Validation Hearing has been conducted, the judge would execute the final judgment which would be filed with the Clerk of Court. If the hearing is uncontested, this usually occurs at the end of the Validation Hearing. Once it is filed with the Clerk, the appeal time starts to run. If no appeal is filed within 30 days after entry of the Final Judgment, a Certificate of No Appeal is obtained from the Clerk of Court.

I have attached a copy of Chapter 75, Florida Statutes for reference.

RMH:mi

## Interoffice Memorandum

City Attorney's Office

To: Cynthia A. Everett, City Attorney  
From: Rhonda Montoya Hasan, Assistant City Attorney  
Date: June 30, 2017  
Re: City Engineer

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The City Manager is recommending the elimination of the position of City Engineer as head of the engineering division within the Public Works Department. Once the ordinance amendments were noticed, concerns were raised at Commission meetings and in e-mails by former employees who held the position of City Engineer. The legal issues raised by Peter Partington, PE, former City Engineer are discussed in this memorandum. The issues raised by Hector Castro, PE, former City Engineer echo those of Mr. Partington.

1. City Engineer will no longer be in responsible charge of the Engineering Division/Department and the Director of PWD is not a licensed professional engineer and therefore under Chapter 471, Florida Statutes, he cannot be responsible
2. The Engineering Division will need to be under the supervision of a licensed professional engineer

Generally, it is correct that a licensed professional engineer would be required to sign and seal design output of the City's engineering division under Chapter 471, Florida Statutes. As used in Florida Statutes Chapter 471, Florida Administrative Code 61G15-18.001(1) defines responsible charge as "that degree of control an engineer is required to maintain over engineering decisions made personally or by others over which the engineer exercises supervisory direction and control authority" or otherwise defined as the Engineer of Record as defined in subsection 61G15-30.002(1), F.A.C. The supervisory standards are also set forth in this section of the Florida Administrative Code and include personally making engineering decisions, reviewing and approving proposed decisions prior to their implementation and approving of standard engineering design details. The Engineer of Record may not delegate and must make engineering decisions which could create a danger to the health, safety and welfare of the public.<sup>1</sup> However, there is no

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<sup>1</sup> 61G15-18.011(1)(b)1-4: selection of engineering alternatives to be investigated and comparison of alternatives; selection or development of design standards or methods and materials to be used; selection or development of techniques or methods of testing to be used in evaluating materials or completed works; and development and control of operating and maintenance procedures.

statutory requirement that the Director of PWD be a licensed professional engineer. The Assistant Director over the Engineering Division is a licensed professional engineer, as is the Deputy Director of PWD. It would appear that those two positions, as they currently exist in the City's organizational chart would satisfy the requirements of responsible charge.

In addition, if a project's estimated cost is under \$10,000, a licensed professional engineer is not required.<sup>2</sup> In addition, under §471.003(2)(b)2, municipal employees who are subordinates of a person in responsible charge licensed under Chapter 471, need not be licensed, as long as the supervisory standards meet the standards of the Board of Professional Engineers and again, both the Assistant Director over Engineering and the Deputy Director of PWD both fulfill those statutory requirements by being licensed professional engineers in the state of Florida.

3. Placing City Engineer Position at a lower grade sets up an inherent possible conflict between City Engineer and Management of DSD, specifically Chapter 61G15-19, Florida Administrative Code, especially #6L

Issues were also raised with regard to the possible conflicts between city engineer and management of DSD and the potential of a non-engineer overruling a City Engineer's professional judgment. Chapter 61G-15-19.001 addresses grounds for disciplinary procedures against the professional engineer. Subsection (6)(l) specifically states that an *engineer* can be subject to discipline if his engineering judgment is overruled by an unqualified lay authority. In essence, the City Engineer in making engineering decisions is autonomous in that regard. If a lay authority overrules the City Engineer, it is incumbent upon the *engineer* to inform the employer, and the responsible public authority of the possible circumstances. Similarly, there are other sections in Chapter 61G, such as subsection(6)(g) that require the engineer to only affix his/her seal to plans, specifications and/or drawings where he/she has personally prepared same or they have been prepared under his/her responsible supervision, direction and control. There is a companion provision under Fla. Stat. §471.033(1)(j).

4. Part of Engineering Division's design function is construction management of City projects and licensed professional engineers are bound by a code of ethics pursuant to Chapter 471, Florida Statutes and a City Engineer is more answerable to the City Manager and City Commission than an unlicensed director of PWD or a licensed engineer placed in charge of some part of engineering design or construction.

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<sup>2</sup> Under §471.003(2)(b)1, a person is not required to be licensed for municipal projects where the total estimated cost of said project is \$10,000 or less.

All design and constructions professionals, whether it is a licensed professional engineer, licensed architect or licensed general contractor are bound by a code of ethics respective to that particular professional license. Both Chapter 471, Florida Statutes, as well as 61G15-19.001, Florida Administrative Code govern any licensed professional engineer, not just a City Engineer. Licensed general contractors are governed by Chapter 489, Florida Statutes and Licensed architects are governed by Chapter 481, Florida Statutes. All are subject to discipline by their respective licensing boards should they not follow the code of ethics and/or other requirements of their respective licensure.

5. Section 2-125 is proposed to be eliminated which specifies that the Engineering Division shall prepare all plans and specifications for public improvement...and when the total cost exceeds \$10,000. Any public improvement not designed under the responsible supervision of a licensed engineering will be subject to possible liability issues

As previously mentioned, the law does not require a licensed professional engineer if a municipal project's estimated cost is under \$10,000 under Fla. Stat. §471.003(2)(b)1. Outside consultants, who are engineers, are mandated to adhere to the requirements in Florida Statutes, the Florida Administrative Code and the Florida Building Code in the preparation of plans and specifications for public improvements.

#### History of City of Fort Lauderdale City Engineers

Since 1997, four individuals have served as City Engineer. With the exception of Alex Scheffer and Jill Prizlee, City Engineers were a part of the Public Works Department.

From 3/23/97- 6/21/04, Hector Castro, PE, served as the City Engineer

From 11/21/04 – 3/16/12, Peter Partington, PE, served as the City Engineer

From 7/25/12 – 10/30/15, Hardeep Anand, PE, served as the City Engineer. He also served as a Deputy Directory from 10/14/12-5/26/13 and then Director until 10/30/15.

From 10/23/15 – 4/13/17, Alex Scheffer, PE, served as City Engineer. Prior to that time, he was the Urban Design Engineer.

From March 20, 2017 to present, Jill Prizlee, P.E. serves as temporary City Engineer. Prior to that time, she was a Senior Project Manager.

#### Other Jurisdictions

Several governmental jurisdictions were contacted to ascertain their respective organizational structure with regard to a City Engineer. In the City of Miami Beach, the position of City Engineer is a part of Public Works who answers to the Director of Public Works/Assistant City Manager (the individual holds a dual position). In the City of

*Reference Summary*

Hollywood, the position of City Engineer is part of the Sustainable Development Department, Development Services Division. The City Engineer heads the Engineering and Architectural Services – Transportation and Mobility, which is a subdivision of DSD. The other subdivisions are Building, Planning and Zoning, Parking and Community Development. In the City of Miramar, the position of City Engineer is part of Public Works.

**QUALIFICATIONS APPRAISAL GUIDE**

**Rhonda Hasan**

Very strong evidence that skill is present (5 Points)      Strong evidence that skill is present (4 Points)      Some evidence that skill is present (3 Points)      Strong evidence that skill is not present (1-2 Points)      Very strong evidence that skill is not present (0 Points)      Insufficient evidence for or against skill (0 Points)

<b>GENERAL IMPRESSIONS:</b> Behavior and appearance appropriate to the job; poise, tact, neatness and grooming and professional maturity.						
<b>BACKGROUND:</b> Type of and quality of experience, appropriate education and reasons for job changes.						
<b>PRESENTATION:</b> Communication skills; ability to understand implications of questions and to make clear and direct replies; ability to select, organize and present ideas; clarity of speech and appropriate use of language.						
<b>JOB EFFECTIVENESS:</b> Ability to perform the duties of the job; industrious, dependable and properly assertive; ability to deal effectively with practical problems of the job; interpersonal skills appropriate for the job.						
<b>ADMINISTRATION:</b> Ability to perform in an administrative capacity; understanding of the principles and practices of management and leadership; ability to lead, direct, and coordinate the work of others; understanding of the political process and ability and willingness to work within it.						

Total Points \_\_\_\_\_

**Comments**

Interviewer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

