APPLICATION FOR MUNICIPAL EMPLOYMENT

TOWN OF INTERLAKEN, UTAH

Position Applied For: Town Administrator
Submission Date: _____

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1. GENERAL APPLICANT INFORMATION

- **Full Name:** _____
- **Physical Address:** _____
- **Mailing Address (if different):** _____
- **Phone Number:** _____ **Email:** _____

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2. LEGAL & ELIGIBILITY QUESTIONS

1. Are you legally authorized to work in the United States?
   [ ] Yes [ ] No
2. Are you related by blood or marriage to any currently elected official or employee of Interlaken Town? *(Required for Utah Nepotism Act compliance under Utah Code § 52-3-1)*
   [ ] Yes [ ] No
   If yes, please state the name and relationship: _____

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3. PROFESSIONAL COMPETENCY & EXPERIENCE SUMMARY

Please provide a high-level summary of your qualifications matching the competencies required for administration of a small mountain municipality.

- **Total years of experience in public administration or executive leadership:** _____
- **Do you have active experience working with municipal water system infrastructure and utilities?**
  [ ] Yes [ ] No

- **Do you have active experience contracting maintenance and improvement projects for a public road system?**
  [ ] Yes [ ] No
- **Do you have active experience managing and filing Utah State financial reports?**
  [ ] Yes [ ] No
- **Do you have active experience managing residential building permits?**
  [ ] Yes [ ] No
- **Do you have experience managing municipal budgets or government grants?**
  [ ] Yes [ ] No
- **Are you proficient with municipal records management (GRAMA) and open meeting laws?**
  [ ] Yes [ ] No

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4. TECHNICAL SKILLS & SYSTEM AUTOMATION (VBA)

The Interlaken Town Administrator role utilizes automated workflows, data tracking, and dynamic internal management tools built on Microsoft Office. Please detail your experience with system programming and optimization.

1. **Rate your proficiency level with Microsoft Visual Basic for Applications (VBA):**
   [ ] **None:** No experience writing or editing macro code.
   [ ] **Basic:** Can record macros, edit simple text lines, and assign macros to shapes/buttons.
   [ ] **Intermediate:** Can write custom loops (For/Each), build If/Then logic, handle basic debugging, and clean up broken code.
   [ ] **Advanced:** Can build custom UserForms, program event-driven code (e.g., Worksheet_Change), manipulate file directories dynamically, and write robust error-handling scripts.
2. **Operating System Environment Experience:**
   Have you written or maintained VBA macros specifically designed to run on a **macOS** environment, or has your experience been strictly on **Windows**?
   [ ] Strictly Windows [ ] Strictly macOS [ ] Cross-Platform (Both Windows & Mac)
3. **Short Answer:** Briefly describe a specific instance where you used VBA to automate a repetitive data task, build a report, manage an Excel database, transfer data between Microsoft Office applications, or fix a broken legacy system in a professional setting:

_____
_____
_____
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5. WEB MANAGEMENT & COMMUNICATIONS (WIX & HTML)

The Town Administrator is responsible for ensuring transparent public communication by directly updating the town's official website with agendas, financial reports, water reports, public notices, and ordinance changes.

1. **Rate your proficiency level with the Wix Web Authoring Platform:**
   [ ] **None:** No experience using Wix.
   [ ] **Basic:** Can log in, edit text on an existing page, swap out images, and upload standard PDFs.
   [ ] **Intermediate:** Can build new pages, structure navigation menus, manage file repositories, and configure basic apps (e.g., calendar sync or contact forms).
   [ ] **Advanced:** Can manage site SEO settings, edit page layouts responsively, configure domains/DNS, and embed HTML code elements.

2. **Rate your proficiency level with raw HTML/CSS:**
   [ ] **None:** Cannot read or write HTML.
   [ ] **Basic:** Understands basic tags (e.g., <a>, <p>, <h1>, <img>) and can fix basic formatting in a code view.
   [ ] **Intermediate/Advanced:** Can write clean, semantic HTML elements, embed responsive custom third-party widgets, and write or tweak CSS inline styling to resolve design alignment issues.

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6. SCENARIO-BASED TECHNICAL QUESTIONS

Please answer the following technical scenario questions on a separate sheet and attach it to your application.

1. **Cross-Platform Compatibility (VBA):** VBA code written on Windows frequently fails when executed on a Mac due to structural differences in file paths, missing ActiveX controls, and distinct button formatting limitations. Please describe your experience troubleshooting or writing cross-platform VBA code, or how you ensure macros run reliably for users across different operating systems.

2. **Event-Driven Troubleshooting (VBA):** Imagine you inherit an essential town spreadsheet tracking system designed to trigger a macro automatically via a Worksheet_SelectionChange event whenever data is edited. However, the event completely stops firing during regular use or only triggers sluggishly when saving. What troubleshooting steps or syntax checks would you perform in the VBA Editor to locate and repair the issue?
3. **Data Input Scenarios:** Describe how you would implement a data input form on both the Windows and Mac operating systems.
4. **Database Development:** Describe how you would create a database in Excel and use a key to link records to other worksheets.
5. **Web Design (Wix/HTML):** Describe the steps necessary to add a table containing active links to a list of financial pdf reports?

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7. EMPLOYMENT HISTORY

List your last three positions, starting with the most recent. You may attach a professional resume to supplement this section.

Position 1 (Current or Most Recent)

- **Employer/Agency:** _____ **Dates (Mo/Yr):** _____ to _____
- **Job Title:** _____ **Supervisor Name:** _____
- **Core Responsibilities & Achievements:** _____
- **Reason for Leaving:** _____

Position 2

- **Employer/Agency:** _____ **Dates (Mo/Yr):** _____ to _____
- **Job Title:** _____ **Supervisor Name:** _____
- **Core Responsibilities & Achievements:** _____
- **Reason for Leaving:** _____

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8. EDUCATION, TRAINING, & CERTIFICATIONS

In compliance with Utah law, equivalent experience, skills, and demonstrable competencies are evaluated equally alongside formal educational milestones.

- **High School Diploma / GED:** [ ] Yes [ ] No
- **Higher Education / Specialized Training / Certifications:**
  Institution/Program: _____ *Credential/Field:* _____

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9. PROFESSIONAL REFERENCES

1. **Name:** _____ **Title:** _____ **Phone:** _____
2. **Name:** _____ **Title:** _____ **Phone:** _____

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10. APPLICANT CERTIFICATION AND SIGNATURE

I certify that all statements made in this application are true, complete, and correct to the best of my knowledge. I recognize that this application form is a public record subject to the disclosures and protections defined by the Utah Government Records Access and Management Act (GRAMA).

Applicant Signature: _____ **Date:** _____
