

Position Competencies

(Organized by category)

Position Types

- Executive – Deputy Director, Director, Deputy Chief, Chief, Deputy City Administrator
 - Supervisor – Superintendent, Manager, Assistant Chief, Supervisor
 - Team Member – All employees who do not supervisor full-time staff
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Administration - Planning, organizing and efficiently handling activities and assignments

- **(Executive) Department Administration** – Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.
- **(Supervisor) Project Management** – Initiates and manages projects to completion. Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary.
- **(Team Member) Task Completion** – Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner

Skill Proficiency - Proficient in specific learned abilities that are needed to perform tasks

- **(Executive) Strategic Planning** – Develops and shepherds comprehensive short- and long-term plans.
- **(Supervisor) Flexible Capability** – Ability to develop and adapt skills and processes to complete assignments.
- **(Team Member) Technical Aptitude** – Skillful in use of tools, hardware, software, and equipment

Leadership - Maximize the efforts of others through motivation, accountability, vision and strength finding

- **(Executive) Team Leader** - Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability
- **(Supervisor) Asset Builder** - Leverages the strengths of others to achieve common goals and position team for growth and stability
- **(Team Member) Role Model** - Acts a role model and peer leader among his teammates and colleagues

Stewardship Responsibly managing finances, processes and resources

- **(Executive) Financial** - Prepares and manages capital and operating budgets within established guidelines.
- **(Supervisor) Systems** - Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.
- **(Team Member) Resources** - Safeguards equipment, supplies and materials

Development Create growth, progress and positive change

- **(Executive) Leadership Development** Provide opportunities to engage in leadership development and learn about career advancement.
- **(Supervisor) Staff Development** Participate and provide opportunities to engage in professional development.
- **(Team Member) Professional Development** Participate in opportunities to earn or maintain professional credentials and certifications.