

Position Competencies

Categories

- **Administration** - *Planning, organizing and efficiently handling activities and assignments*
 - **Skill Proficiency** - *Proficient in specific learned abilities that are needed to perform tasks*
 - **Leadership** - *Maximize the efforts others through motivation, accountability, vision and strength finding.*
 - **Stewardship** - *Responsibly managing finances, processes and resources*
 - **Development** - *Create growth, progress and positive change*
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Executive Positions - Deputy Director, Director, Deputy Chief, Chief, Deputy City Administrator

- **ADMINISTRATION: Department Administration**
Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects.
- **SKILLS PROFICIENCY: Strategic Planning**
Develops and shepherds comprehensive short- and long-term plans
- **LEADERSHIP: Team Leader**
Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability
- **STEWARDSHIP: Financial**
Prepares and manages capital and operating budgets within established guidelines.
- **DEVELOPMENT: Leadership Development**
Provide opportunities to engage in leadership development and learn about career advancement.

Supervisor Positions - Superintendent, Manager, Assistant Chief, Supervisor

- **ADMINISTRATION: Project Management**
Initiates and manages projects to completion. Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary.
- **SKILLS PROFICIENCY: Flexible Capability**
Ability to develop and adapt skills and processes to complete assignments.
- completion in timely manner
- **LEADERSHIP: Asset Builder**
Leverages the strengths of others to achieve common goals and position team for growth and stability
- **STEWARDSHIP: Systems**
Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.
- **DEVELOPMENT: Staff Development**
Participate and provide opportunities to engage in professional development.

Team Member - All employees who do not supervisor any full-time staff

- **ADMINISTRATION: Task Completion**
Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner
- **SKILLS PROFICIENCY: Technical Aptitude**
Skillful in use of tools, hardware, software, and equipment
- **LEADERSHIP: Role Model**
Acts a role model and peer leader among his teammates and colleagues
- **STEWARDSHIP: Resources**
Safeguards equipment, supplies and materials
- **DEVELOPMENT: Professional Development**
Participate in opportunities to earn or maintain professional credentials and certifications.