



**Position Requirements:** In order to be selected for and successful in a position with the City of Salisbury, the individual should demonstrate the necessary characteristics, skills and abilities.

### **Position Competencies**

#### **Type: Executive**

- Structures and delegates department assignments effectively and manages collaborative internal and interdepartmental projects
- Develops and shepherds comprehensive short- and long-term plans
- Provides strong guidance and oversight. Instills confidence and inspires action while maintaining accountability
- Prepares and manages capital and operating budgets within established guidelines. Provide opportunities to engage in leadership development and learn about career advancement

#### **Type: Supervisor**

- Initiates and manages projects to completion. Delegates tasks and responsibilities effectively; Holds team accountable for actions and provides support when necessary
- Ability to develop and adapt skills and processes to complete assignments.
- Leverages the strengths of others to achieve common goals and position team for growth and stability
- Improves work methods, procedures and team dynamics to increase productivity. Eliminates unnecessary activities.
- Participate and provide opportunities to engage in professional development.

#### **Type: Team Member**

- Holds self-accountable for assigned responsibilities; sees tasks through to completion in timely manner
- Skillful in use of tools, hardware, software, and equipment
- Acts a role model and peer leader among his teammates and colleagues
- Safeguards equipment, supplies and materials
- Participate in opportunities to earn or maintain professional credentials and certifications.

### **Performance Competencies**

- Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- Works well as part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- Improves, designs, refines, finds and invents criteria to and combine in order to resolve problems. This the combines creative and critical thinking.
- Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.