



ALBEMARLE COUNTY PUBLIC SCHOOLS AND LOCAL GOVERNMENT

Classified Employee Competencies



Community: working together to achieve common goals

An employee may demonstrate this competency by the following:

- Teamwork: values diversity, shares knowledge, promotes cooperative working relationships
- Customer service: focus on internal and external customers, empathy, patience, respectful of self, others, and the organization
- Communication: listening, speaking, writing, and interpersonal skills

Innovation/Leadership: visionary, open to change, considers possibilities

An employee may demonstrate this competency by the following:

- Empowerment: encourages others through example, coaching, and mentoring
- Problem solving: values diversity of thought, creativity, process improvement
- Perseverance: takes responsible risks, creates environment where responsible risk/failure is okay
- Future oriented: thinks ahead, looks beyond team and department

Integrity: professionalism

An employee may demonstrate this competency by the following:

- Work ethic: reliable, self-disciplined, dependable, engaged in one's work
- Attitude: enthusiastic, responsible, dedicated, positive, understanding of others, approachable
- Judgment: confidentiality, balanced decision-making, strives to do the right thing

Learning: development

An employee may demonstrate this competency by the following:

- Self-starter: takes initiative, proactive
- Open-minded: flexible, adaptable, curious, learns from failures
- Professional and personal development

Stewardship: job skills, knowledge, and ability

An employee may demonstrate this competency by the following:

- Job-specific skills
- Accountability: knows how to accept successes and failures
- Time and resource management
- Results-oriented
- Maintains appropriate perspective on job, performance, and work-life balance