

Job Profile – Knowledge, Skills, and Abilities

Knowledge – the body of information required to perform the job.

Knowledge, skills and abilities are job-related behaviors and attributes necessary to effectively perform the job. In the sections below indicate up to 5 of the most important knowledge, skills, and abilities expected from this job and the proficiency at which these categories are exemplified.

Advanced level - represents extensive accumulated experience and expertise in role and field; serves as role model and mentor.

Intermediate level - represents an experienced individual, but not yet an expert. Has skills needed to perform successfully.

Entry level - represents an individual relatively new to field or role; beginner.

Choose an item.

Knowledge of computer and network operating systems

Knowledge of accounting

Knowledge of hardware, software, and peripheral equipment

Knowledge of computer programming languages relative to the assignment

Knowledge of data administration principles and practices

Knowledge of advising and counseling practices

Knowledge of business management

Knowledge of fiscal practices

Knowledge of healthcare/public health

Knowledge of human resources principles and practices

Knowledge of internal and external customer service principles and practices

Knowledge of laboratory techniques

Knowledge of managerial and supervisory methods and techniques

Knowledge of principles and methods for promoting programs and services

Knowledge of project/program management principles, processes, and techniques

Knowledge of public safety and security methods and procedures

Knowledge of regulatory compliance principles and practices

Knowledge of server administration, system security, and network design

Knowledge of skilled trades expertise required to complete assigned responsibilities for the position

Knowledge and application of various instructional methodologies

Skills – attributes typically developed with practice or training.

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Choose an item.

Skill in analyzing data and drawing conclusions

Skill in budget/resource management

Skill in coordinating and monitoring the work of others

Skill in effective communication (both written and verbal)

Skill in independent decision making

Interpersonal skills

Skill in leadership and supervision

Skill in organization, coordination and management

Skill in customer service

Skill in problem solving

Skill in program development and process improvement

Skill in project/program management principles, processes, and techniques

Skill in public speaking

Skill in team building

Skill in construction projects

Skill in electrical maintenance

Skill in groundskeeping and landscape maintenance

Skill in HVAC maintenance

Skill in plumbing maintenance

Skill in current and applicable computer programming languages

Skill in current and applicable hardware, software, and peripheral equipment

Skill in current and applicable computer and network operating systems

Skill in current and applicable data administration programs

Skill in current and applicable server administration, system security and network design

Abilities – capacity to perform a skill.

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Choose an item.

Ability to adapt and maintain professional composure

Ability to apply analytical and critical thinking skills

Ability to apply effective and accurate data entry

Ability to apply effective written and verbal communication skills

Ability to operate relevant equipment required to complete assigned responsibilities for the position

Ability to adapt to a rapidly changing environment

Ability to work independently

Ability to work in a team environment

Ability to manage time