



- Excellent time management skills and meets deadlines.
- Flexible; able to multi-task in response to time-sensitive and changing situations.
- Effective listening skills.
- Objective, solution-oriented problem-solving skills.
- Handles highly sensitive and confidential information.
- Resourceful, able to network and connect people to appropriate resources.
- Technology savvy, comfortable using MS software products.
- Strong planning and organizational skills and follow through.
- Resilient, stays positive and solution oriented.
- Perceptive, discovers underlying issues in situations and re-states them in a helpful way.
- Self-starter with a strong work ethic, able to work without direct supervision.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.