

MONTGOMERY COUNTY CAREER COMPETENCIES

DEFINITION

BEHAVIORAL CHARACTERISTICS



Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage one's own emotions and those of others; use empathy to guide and motivate. Take initiative to organize, prioritize, and delegate work.

- Plan, initiate, manage, complete and evaluate projects.
- Articulating a vision and strategy and using innovative thinking to go beyond traditional methods.
- Seek out and leverage diverse or competing perspectives and feedback from others to inform direction.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Recognize and support the strengths of others to achieve common goals.



Exercise sound reasoning and analytical thinking. Use knowledge, facts, and data to solve problems and make decisions. Strategically demonstrate innovation, creativity, and inventiveness to achieve outcomes.

- Navigate and use information for decision making, using sound, inclusive reasoning and judgment.
- Organize and plan strategies and effectively communicate actions and rationale to stakeholders.
- Come to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.
- Manage difficult or unexpected situations in the workplace, as well as complex business challenges.
- Maintain a resilient mindset to persist through challenges.
- Multi-task well in a fast-paced environment and proactively anticipate needs.



Demonstrate initiative, personal accountability, effective workload management, and efficient use of time. Exercise integrity and ethical behavior in the workplace. Develop an exemplary professional reputation and the ability to adapt to organizational culture and conduct expectations in varied work settings.

- Act equitably with integrity and accountability to self, others, and the organization.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Evaluate one's own performance, acknowledge and learn from mistakes.
- Have an attention to detail, resulting in few if any errors in their work.
- Understand the importance of nonverbal behavior in a professional setting.



Demonstrate general proficiency in commonly used technology tools and applications to ethically solve problems. Engage in continual learning of emerging technologies to maintain adaptability. Employ innovative use of technology tools to enhance professional and organizational success.

- Navigate information, construct ideas, and use technology to achieve strategic goals.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Seek out opportunities to improve knowledge of tools and technologies that may assist in streamlining work and improving productivity.
- Adhere to ethical standards and conventions for safeguarding privacy and security.
- Adapt to new and quickly changing technologies.



Build collaborative relationships and maximize strengths across diverse teams. Navigate group dynamics and manage conflict to achieve common goals. Negotiate solutions to meet the varied needs of professional stakeholders.

- Collaborate with others to achieve common goals. Be accountable for individual and team responsibilities and deliverables.
- Effectively manage conflict, diverse personalities, and exercise the ability to compromise.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Build positive working relationships with supervisor and team members/coworkers.

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Value, respect, and learn from individuals with diverse identities and backgrounds. Demonstrate openness, inclusiveness, and sensitivity with all people. Continually seek deeper knowledge and understanding of varied cultures in order to skillfully navigate a local, national, and global landscape. Engage in anti-racist practices that actively challenge individual and systemic racism, inequities, and personal biases.

- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Effectively integrate into new culturally diverse environments; effectively communicate and adapt in intercultural and multilingual situations.
- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Keep an open mind to diverse ideas and new ways of thinking.
- Address the systems of privilege that limit opportunities.



Identify and articulate transferable skills, strengths, knowledge, and experiences relevant to desired career goals. Seek to continually add knowledge and skills required for progression along a career pathway. Explore and navigate steps necessary to pursue professional opportunities which match personal values and implement strategies for self-advocacy in the workplace.

- Recognize and articulate how specific strengths, skills, knowledge, and experiences connect to career goals and related opportunities.
- Plan, renew, and pursue personal and career goals.
- Display curiosity; seek and embrace development opportunities to learn career related skills.
- Develop awareness of professional areas which have room for growth and pursue opportunities to develop related skill sets.
- Assume duties or positions that will align with career advancement.
- Establish, maintain, and/or leverage relationships with people who can help one progress professionally.



Utilize effective communication strategies to convey information to a target audience. Employ a variety of writing styles and formats to articulate ideas and messages in a clear, compelling, and sensitive manner when speaking publicly or engaging in professional interactions.

- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Demonstrate verbal/non-verbal abilities, such as oral and written communication skills for conveying information.
- Demonstrate active listening skills, respect for others, and appropriate nonverbal behavior.
- Communicate in a clear and organized manner so that others can effectively understand.



Enhance self-awareness by developing a better understanding of personal motivations, emotions, and behaviors. Engage in the continual enhancement of one's physical, mental, and emotional health. Cultivate and foster habits of well-being to increase focus, productivity, and impact.

- Balance and support work, career, and personal and social needs.
- Utilize organizational training and supports for well-being, and advocate for one's needs related to health and wellbeing.
- Engage in regular self-evaluation and reflection of emotions, motivations and behaviors that could impact well-being and productivity.
- Acknowledge the mind and body's impact on work and productivity and taking regular steps to promote health.
- Utilize strategies for coping and building resilience to manage difficult or unexpected situations.