Finance Director
Maria's Park District

Contact Name: Meatloaf Singer
Contact E-mail: misc@unknown.com
Contact Phone: 555-555-5555
Closing Date:
Salary: $96,988 annually DOQ

Description:

- **Worker Traits:** Demonstration of enthusiasm, strong interpersonal skills, communication skills, and the ability to work effectively with people with disabilities, SEASPAR staff, SEASPAR member entity staff, parents/guardians, participants, and community groups, as well as members of the general public.
- **Safety and Security**: Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- **Problem Solving**: Identify and resolve problems in a timely manner; gather and analyze information skillfully, develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
- **Customer Service**: Manage difficult or emotional patron situations; respond promptly to patron needs; solicit patron feedback to improve service; and respond to requests for service and assistance.
- **Interpersonal Skills**: Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; remain open to others' ideas; and try new things.
- **Oral Communication**: Speak clearly and persuasively in positive or negative situations; listen and get clarification; respond well to questions; and participate in meetings.
- **Written Communication**: Write clearly and informatively; edit work for spelling and grammar; be able to interpret written information; and present clear, legible handwriting.
- **Quality Management:** Look for ways to improve and promote quality; and demonstrate accuracy and thoroughness.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; support and explain reasoning for decisions; and include appropriate people in decision making process.