



Administration Manager

Competencies

COMPETENCY CATEGORY	COMPETENCY	EVIDENCE OF COMPETENCY
Skills	Organizational skills	Keeps all records, correspondence, inventories and minutes in a logical and easily accessible system
	Writing and editing skills	Thorough and accurate District minutes and correspondence completed as an accurate record of District business
Knowledge	Achieving targets	Understands responsibilities of other members of the District leadership team and necessary deadlines
Characteristics	Integrity	Observable in leader behavior
	Sincerity	
	Empathy	
	Honesty	
	Consideration for others	
	Service orientation	
Attributes	Respect	Observable in leader behavior
	Tact	
	Punctuality	
	Commitment to success and mission of Toastmasters International	Completes assignments required of the role
	Discipline to complete assigned responsibilities	Meets all role requirements on time
	Goal oriented	Completes administrative tasks accurately and on time
	Organized, following up on plans	
	Dependable	
	Responsible	
	Accuracy in reporting and recording	
	Diligent	