

TEAM MEMBER JOB DESCRIPTION

OVERALL TEAM RESPONSIBILITIES

1. Develop measurable goals and action plans, with challenging but realistic deadlines, for each of the major strategies outlined in the strategic plan.
2. Conduct analysis and research, as needed, to build a better understanding of the key challenges and to evaluate potential solutions.
3. Collaborate with community stakeholders to build commitment to, and generate involvement in, implementation of the major strategies.
4. Work with the other County strategic planning teams to coordinate activities and/or resources, and avoid duplication of efforts.
5. Carry out the actions and produce the outcomes outlined in the action plans.

TEAM MEMBER EXPECTATIONS AND COMPETENCIES

1. Attend and participate in team meetings (approximately two meetings per month)
2. Take responsibility for collecting and preparing information before meetings
3. Promote the vision and strategies within the community
4. Take action to promote a positive team climate
5. Contribute to development of detailed action plans
6. Be flexible about working on team tasks
7. Take responsibility for contributing to success of the team
8. Work with other members of the team to generate innovative solutions to obstacles
9. Critically evaluate solution ideas by considering data, precedents, and input from stakeholders; Weigh and balance complex information
10. Consider the cost and benefit implications of action plans and team activities
11. Follow the “super seven” team player guidelines:
 - Display a cooperative spirit
 - Offer solutions to team problems; not complaints
 - Support team members’ ideas & suggestions
 - Offer to assist others when time is available
 - Make positive comments about team members
 - Ask for others ideas & demonstrate consideration of others as important team members
 - Assist other team members when they ask for help