

ADMINISTRATOR

LIKELY QUALITIES AND TRAITS

- Sees the need for organization as a primary need of the church in doing its job
- Highly motivated to organize that for which he/she is responsible
- Enjoys working with/being around people
- Visionary person with broad perspective, able to visualize final results
- Very alert to details
- Can create order out of organizational chaos
- Expresses ideas and organization in ways that communicate clearly
- Respects and handles authority well
- Will not assume leadership unless it's delegated by those in authority
- Will assume leadership where no specific leadership exists
- Prefers to be "under" authority in order to have authority
- Especially enjoys working on long-range goals and projects
- Can easily facilitate resources and people to accomplish tasks or goals
- Enjoys delegating tasks and supervising people
- Needs loyalty from his/her associates
- Willing to let others get the credit in order to get the job done
- Will endure criticism in order to get the job done
- Has great zeal and enthusiasm for whatever he/she is involved in
- Finds greatest fulfillment and joy in working to accomplish goals
- Makes jobs look easy, completes tasks quickly
- Knows when old methods are working and when to introduce new ones
- Decisive, natural and capable leader
- Constantly writes notes to self
- Prefers to move on to a new challenge once something is completed, does not enjoy repetitive or routine tasks
- Wants to see things completed as quickly as possible

PITFALLS TO BE AWARE OF

- Becomes upset when others do not share the same vision or goals
- Overbearing
- Overly confident in his/her own strengths and abilities
- "Using" people to accomplish goals
- Can become callous due to enduring criticism
- Tends to drive self and neglect personal and family needs
- Neglects routine home responsibilities due to intense interest in "job" or task
- Failing to explain thoroughly, and failing to praise
- Overlooking major character flaws in those who are useful to reaching his/her goals
- Showing favoritism to those who are more loyal or who are harder workers

