

<b>Job Class Code: 8980</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and direct and oversee the administrative functions of the Chesapeake Integrated Behavioral Healthcare (CIBH). The class is responsible for planning, reporting, risk management, and all administrative functions including budgeting, accounting, purchasing, reimbursement, information systems (MIS), insurance, transportation, and facility maintenance. The class researches and formulates long range goals for the organization and is responsible for policy development and implementation that coordinates and maximizes the effectiveness of the agency's administrative functions. This class also negotiates with chief administrative officers and/or elected officials.

**TYPICAL TASKS**

- Supervises and directs staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates the operations of and provides administrative support to the staff of the CIBH at the main office and all other CIBH program sites.
- Directs all agency accounting functions for the CIBH and component units.
- Ensures and maintains compliance with all applicable local, state and federal accounting and auditing requirements.
- Oversees agency procurement activities in compliance with all applicable local and state rules and regulations.
- Monitors and oversees Management Information Services (MIS).
- Provides oversight and direction of CIBH's fiscal services including budgeting, accounts payable, accounts receivable, personnel and contracting.
- Monitors revenue accounts throughout the year and provides directives to maximize collections.
- Confers with individuals served, families, and guardians to resolve any billing issues that cannot be resolved at a lower level.
- Monitors and oversees agency hiring practices ensuring compliance with all applicable local, state and federal EEO and other hiring policies and procedures.
- Overall management of departmental personnel resources and staffing, handling operational and employee concerns and ensuring adequate training of personnel.
- Oversees compliance with third party billing requirements and client accounts receivable management.
- Oversees preparation of financial statements.
- Directs, develops, implements and maintains administrative policies and procedures involving research, retrieval and organization of required material.
- Develops and supervises preparation of complex reports, reconciliations and financial analyses for CIBH Board of Directors, internal management and local, state, and federal agencies.
- Oversees the implementation of the Business Intelligence program to provide needed planning and program financial information to agency managerial/supervisory staff to maximize agency efficiency and effectiveness.
- Assists in the development and management of special projects as directed by the Executive Director.
- Manages agency risk management and emergency management programs; provides development, coordination, and oversight of various teams of staff members to staff City shelters, the Emergency Operations Center, and the Safety Committee.

- Directs preparation for and monitors agency audits conducted by City Finance, the Virginia Department of Behavioral Health and Developmental Services (DBHDS) and any other payers requiring such activity.
- Manages CIBH property and liability insurance policies and programs.
- Oversees agency facility acquisition, maintenance, repair and security.
- Attends or conducts staff, and sets agenda for staff, committee, or other professional meetings to exchange information; attends professional seminars, conferences, trainings to develop professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations. Plans or directs others in the sequence of major activities and reports on operations/activities which can be very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, accounting and financial practices to diagnose or define problems, collect data and solve not only abstract problems, but also people and work related problems that have widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, fiscal, or legal nature and formulates recommendations on the basis of such analysis; applies extensive understanding of operating policies and procedures to solve complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in business administration, public administration or a related field. Relevant master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. CPA, CMA, CIA, CGFO or similar certification preferred.
<b>Knowledge and Skills Requirements</b>	Knowledge of: municipal accounting procedures, data processing and computer science fundamentals, electronic medical records (EMR), and personnel management. Skilled in: interpersonal relations, analyzing problems effectively and making appropriate management decisions; flexibility in knowing how to resolve problems that arise; highly organized, effective time management, plans ahead; highly effective oral and written communication skills; excellent customer service skills; excellent judgment; strong supervisory skills; progressive attitude; and ability to analyze problems and reach sound conclusions.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*