

## City of Chesapeake

### Class Title: Chief of Administrative Management and Staff Support

<b>Job Class Code: 6400</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

#### GENERAL DESCRIPTION

The purpose of this class is to coordinate and oversee the department's administrative, financial and human resources functions. The class is responsible for assisting the director with short and long range strategic planning, goals and objectives; coordinating special projects; supervising subordinate staff; preparing reports, and coordinating administrative operations and activities with other City agencies. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

#### **TYPICAL TASKS**

<ul style="list-style-type: none"> <li>Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.</li> <li>Establishes and maintains operational goals and objectives, and generates management plans and operational corrective action plans.</li> <li>Ensures compliance with federal, state, and City regulations governing the programs and services rendered in areas of responsibility.</li> <li>Assists with the development and implementation of departmental short and long-range strategic planning, goals and objectives and provides budget assistance for areas of responsibility including administrative management, human resources, customer care operations, and administrative support.</li> <li>Analyzes processes; determines needs; and plans, develops, recommends, and implements changes/improvements in policies, procedures, workload management, personnel, and equipment.</li> <li>Coordinates with the department head and other management team staff on operational issues/changes; provides guidance and direction to administrative and supervisory personnel regarding complex situations.</li> <li>Represents the department and/or city on various committees, teams, and task forces as assigned.</li> <li>Oversees and/or handles department complaints and concerns related to personnel matters.</li> <li>Oversees maintenance of records for areas of responsibility and prepares routine and ad hoc reports.</li> <li>Performs other duties as assigned.</li> </ul>
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#### **GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities, and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percent.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of financial, accounting, legal, or managerial methods in the solution of financial, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, and others in the general public.

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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in business/public administration, budget/finance administration, management/program analysis, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience including at least one year in a supervisory role.
<b>Special Certifications and Licenses</b>	May require a valid driver's license and a driving record that is in compliance with City Driving Standards depending on job focus.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

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

Revised 07/16/2020