

| | |
|-----------------------------------|----------------------------|
| Job Class Code: 8300 | FLSA Status: Exempt |
| Pay Basis: Salary (Annual) | EEO Category: 2 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise the staff and operations of the area of responsibility. The class is responsible for staff supervision, planning, service delivery, training, policy, budget, and reporting. 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"> • Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. • Directs and oversees programs and delivery of services for area of responsibility; ensures compliance with local, state, and federal regulations and laws, and agency guidelines. • Develops and prepares budgets for area of responsibility; oversees and approves expenditures; prepares financial forms and reports. • Reviews, monitors, assesses, and consults on cases to determine need for services and treatment. • Develops and implements policy and procedures for area of responsibility; ensures compliance with same by staff. • Stays abreast of new trends or procedures for area of responsibility; provides information and training on changes to staff. • Develops community placements; interfaces with other programs and agencies. • Maintains record system for assigned area; reviews/processes daily paperwork including reports, memos, requisitions, and personnel information. • Conducts utilization reviews; performs quality assurance reviews of records. • Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility. • Attends or conducts staff, committee, council, or other professional meetings to exchange information; participates in workshops and on task forces to address relevant issues. • Performs other related duties as assigned. | |

| GENERAL STANDARDS | |
|---|--|
| Data Involvement | Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope. |
| Interpersonal/People Involvement | Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise. |
| Reasoning Requirements | Performs work involving the application of principles of logical thinking and scientific, medical, legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact. |
| Mathematical Requirements | Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes. |
| Language Requirements | Read scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences. |

| | |
|--------------------------------------|--|
| Mental Requirements | Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a medical, scientific, managerial, or legal nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure. |
| Decisions/Supervisory Control | 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

| | |
|--|--|
| Vocational/Educational Requirement | Requires a bachelor's degree in business management, psychology, social work, or a closely related field. |
| Experience | In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience. |
| Special Certifications and Licenses | Requires licensure appropriate to area of responsibility. May require a valid driver's license and a driving record that is in compliance with City Driving Standards. |
| Special Requirements | 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. |

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.