

Position Code: 0215	FLSA Status: Exempt
Pay Code: 2	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan, organize, evaluate and direct the operations and related activities of community-based programs. The class is responsible for staff supervision, policy and procedures development, evaluation, administrative functions, and overseeing the day to day administration and budget of various community based programs. The class works within a general outline of work to be performed, develops work methods and sequences under the general supervision of the Deputy City Manager.

TYPICAL TASKS

- Researches and develops policies and procedures for assigned area; develops and plans performance measures and project tracking programs.
- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops and maintains collaborative working relationships and partnerships with various public, private, and non-profit entities in the community.
- Plans, organizes and directs all activities relative to assigned area of responsibility and provides leadership to staff and volunteers.
- Acts as liaison between the City Manager, City Council, departments, citizens and community groups.
- Performs administrative functions such as recording information, preparing budgets, controlling and reporting on expenditures, developing grant applications and budgets, compiling reports and making presentations.
- Formulates short and long range strategic plans and provides vision and leadership to improve organizational effectiveness and ensures program conformance to federal, state, and city laws, regulations and policies.
- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of assigned responsibility; prepares various reports for City Manager’s office.
- Provides assistance to citizens and community groups regarding various community programs.
- Implements various community programs regarding specific needs by consulting with citizens, community groups, and businesses through community outreach and citizen engagement.
- Attends or conducts staff and other professional meetings to exchange information; conducts training classes for senior support staff.
- Analyzes and interprets existing and proposed legislation to determine its impact on City policies, practices, programs and operations.
- 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	Supervises others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Also negotiates and exchanges ideas, information and opinions to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, rates, ratios, median values and percents.
Language Requirements	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; may present training programs.
Mental Requirements	Performs specialized technical or professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Decisions/Supervisory Control	Interacts with others requiring the development of procedures and constant decisions affecting citizens, community organizations, other agencies, City departments, programs and others in the general public.
--------------------------------------	--

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in business administration, public administration, community development or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with the City's Driving Standard.

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 position 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.