The purpose of the class is to provide direction and coordination for the community program operations. The class work involves administering a comprehensive program that includes community programs, interagency collaboration, and community resource development. The class is responsible for planning and supervising community program activities, developing programs, coordinating with employees, researching related information and making recommendations. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. The class develops work methods and sequences under the general supervision of the Deputy City Manager.

**TYPICAL TASKS**

- Provides direct supervision over all divisions within the Bureau of Community Programs to include selecting or recommending selection, training, assigning and evaluating work, disciplining, and terminating or recommending termination.
- Plans, prepares and directs the preparation of the annual operating budgets; administers and supervises all bureau expenditures and revenues.
- Plans, develops and evaluates program objectives, service levels, and resource utilization in order to meet changing community needs.
- Supervises, reviews, and approves procurement of supplies and equipment for all divisions within the Bureau of Community Programs.
- Researches, plans, and develops policies, procedures, and guidelines for the Bureau and all related programs.
- Serves on councils, committees, and task forces representing the Bureau and the City and provides information regarding various community programs.
- Oversees the collaborative working relationships and partnerships developed and maintained by staff with various public, private, and non-profit entities in the community.
- 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.
- Implements various community programs regarding specific needs by consulting with citizens, community groups, and businesses through community outreach and citizen engagement.
- Prepares various reports and presentations on behalf of the Bureau and present to city officials.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<table>
<thead>
<tr>
<th>Data Involvement</th>
<th>Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal/People Involvement</td>
<td>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.</td>
</tr>
<tr>
<td>Reasoning Requirements</td>
<td>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.</td>
</tr>
<tr>
<td>Mathematical Requirements</td>
<td>Uses basic algebra involving variables and formulas; computes discounts, rates, ratios, median values and percents.</td>
</tr>
<tr>
<td>Language Requirements</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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 in business administration, public administration, community development or a closely related field. Master’s degree is preferred. |
| 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.*