

<b>Position Code: 6700</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee the City’s Human Services Department. The class is responsible for supervising staff, establishing long range plans, developing policy and procedures, managing human services activities and events, preparing budgets, evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policy and procedures for City human services activities and programs in consultation with regulatory agencies, elected or appointed officials, senior management, department heads, and department staff; ensures staff is fully informed and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance City human services processes and activities and plan for future expansion to meet growth needs.
- Directs human service activities and programs such as social services, juvenile detention, The Interagency Consortium, contingency planning, safety, and other activities, processes, or programs.
- Advises and consult with elected and appointed officials, commissions, federal or State regulatory agencies, department heads, staff agencies, civic or private groups, individuals, and others on problems, strategies, policies, and procedures related to human services programs and projects.
- Represents the City on State, regional and local boards or committees and at meetings concerning human services related issues; makes presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups on significant human services issues or programs.
- Oversees administrative matters such as developing and defending department budgets, administering expenditures, managing contracts, conducting special studies, managing correspondence and records, preparing routine or special reports, press releases and media relations, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
<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, technical, managerial, and social work practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction, algebraic solutions of equations and inequalities, descriptive and inferential statistics, geometry, plane and solid and mathematical classifications or schemes.

<b>Language Requirements</b>	Reads professional 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.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, social, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.
<b>Decisions/Supervisory Control</b>	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in social work administration or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of six 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.

**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.*