

<b>Job Class Code: 6381</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise Social Worker Supervisors, and oversee and direct programs and operations for the area of responsibility. The class is responsible for staff supervision, planning, training, programs, policy, budgets, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Supervises Social Worker Supervisors, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.</li> <li>• Handles complaints, queries, and problems relating to area of responsibility; assists staff with resolution of difficult problems.</li> <li>• Oversees, reviews, and approves expenditures for area of responsibility; provides fiscal data for preparation of annual budgets; prepares financial forms and reports.</li> <li>• Participates in Child Protective Service appeals at the local level to ensure accuracy of Agency findings.</li> <li>• Implements service program changes, revisions, and requirements, including those with legal ramifications.</li> <li>• Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.</li> <li>• Participates in development and implementation of policy and procedures for area of responsibility; interprets same for staff as needed.</li> <li>• Maintains record system for area of responsibility; processes daily paperwork including reports, documents, memos, requisitions, and personnel information.</li> <li>• Attends or conducts staff, task force, committee, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.</li> <li>• Performs other related duties as assigned.</li> </ul>

<b>GENERAL STANDARDS</b>	
<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>	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 medical, legal, administrative, or other 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, or descriptive statistics.
<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, law, medicine or other complex disciplines; writes complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a fiscal, legal, medical, or managerial 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.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in social work 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.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirement</b>	Emergency Duty (On-Call) participation is required to comply with mandated responsibilities as listed under Section 63.2-1503,B; Section 63.2-900; and 63.2-1604-63.2-1610, Code of Virginia. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.

**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 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.*