

Job Class Code: 7585	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operations and programs for the area of responsibility. The class is responsible for staff supervision, planning, programs and activities, training, and reporting. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Supervises staff, including training, assigning, reviewing and evaluating work, coaching, counseling, handling appeals/grievances, and disciplining; schedules relief staff as needed. Ensures training and development opportunities are provided for employees. • Serves as department liaison with the Department of Information Technology in request for technical assistance and hardware equipment requests. • Assists with program development and implementation; oversees and monitors daily schedule of activities and programs. • Reviews unit logs, court and other required reports, medical records, and case management files; makes recommendations based on findings. • Provides advice for Counselors in such areas as policy and procedures, crisis intervention, and behavior management. • Reviews and evaluates serious incident reports; authorizes sanctions, and conducts resident due process hearings. • Oversees facility security/control measures. • Maintains record system for area of responsibility; processes daily paperwork including reports, requisitions, and personnel information. • Performs duties of Team Leader in his/her absence. • Provides assistance for departmental administration with program services, personnel, and relevant administrative matters. • Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility. • Attends or conducts staff meetings to exchange information; attends professional seminars or conferences to improve professional skills. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates 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; presents training programs.

Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, residents, and others in the general public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of criminal and anti-social human behavior as it relates to juvenile offenders is necessary, as well as knowledge of adolescent issues.
Skills	Must possess and maintain skills for providing direct service to residents. Must possess sound decision-making and crisis management skills. Must be proficient in the use of a personal computer with Microsoft Office software.
Abilities	The ability to provide individual and group sessions using a cognitive-behavioral based model is necessary. Must have understanding and ability to work effectively with the juvenile court system, juvenile probation and other local and state agencies. Must be able to communicate effectively to others in both oral and written format. Must be able to understand and adhere to the policies, procedures, security and services at CJS and DJJ. Must have ability to document services and maintain records.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in psychology, criminology, social work counseling, or a closely related behavioral science field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of full-time equivalent experience working with children and adolescents in a supervisory role. Experience working with maladaptive youth or adults and their families is also preferred.
Special Certifications and Licenses	Requires a valid driver's license and a driving record 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.