

Job Class Code: 7590	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise the staff and operations of the work shift of responsibility. The class is responsible for staff supervision, planning, training, policy and procedures, 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 selecting or recommending selection, training, assigning, scheduling and evaluating work, counseling, disciplining, and terminating or recommending termination. • Plans, organizes, and directs team operations in compliance with local, state, and federal codes, regulations, and laws. • Interacts and maintains effective working relationships with City personnel and the general public. • Reviews and formulates policy and procedures for area of responsibility; serves as a resource on same for staff. • Maintains record system for assigned area; reviews/processes daily paperwork including reports, logs, medicine records, and personnel information. • Monitors facility for safety, security, and health conditions. • Gathers and maintains information/statistics to support periodic and special reports documenting activities and events for area of responsibility. • Attends or conducts staff and other professional meetings to exchange information or resolve problems/issues. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others 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	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	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business management, psychology, counseling, or a closely related field.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time directly related equivalent experience working with children and adolescents.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards and CPR, First Aid, and Handle With Care certification.
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.

Revised 9/18/2020