

<b>Job Class Code: 1140</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff, and manage and oversee clerical and support operations for the area of responsibility. The class is responsible for staff supervision, planning, coordinating, training, policy, budget, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.</li> <li>• Plans, organizes, and coordinates activities for area of responsibility; assists with completion of tasks as required.</li> <li>• Oversees, reviews, and approves expenditures for assigned area; analyzes and provides fiscal data for preparation of the annual budget.</li> <li>• Develops, or assists with development, and implements policy and procedures for area of responsibility; interprets same for staff as needed.</li> <li>• Maintains fiscal records and accounts, including disbursement and verification of vendor payments, monitoring account balances, and posting of journal vouchers; assists with preparation of payroll.</li> <li>• Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.</li> <li>• Attends or conducts staff and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.</li> <li>• Establishes and maintains record systems for assigned area; processes daily paperwork including reports, memos, requisitions, and personnel information.</li> <li>• Interacts with other unit managers to resolve problems/issues.</li> <li>• Serves as Notary Public.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Uses basic algebra involving variables and formulas, and practical application of fractions, percentages, ratios and proportions; computes discounts and interest rates.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Supervises others requiring the development of procedures and constant decisions affecting subordinate workers, clients, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in business administration, accounting, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of one year of full-time equivalent experience in administrative support.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirements</b>	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 07/24/2020