

**City of Chesapeake    Class Title: Post Dispositional Coordinator**

<b>Job Class Code: 7575</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to facilitate and document the volunteer and training programs in Child Juvenile Services. The class is responsible for special projects, training, and record maintenance. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Plans, organizes, and implements special projects as directed by supervisor.
- Analyzes divisional training needs; plans, develops, and coordinates training; identifies and secures outside training resources.
- Facilitates new employee training orientation; maintains employee training files, and other training records.
- Coordinates with Team Leaders to develop annual training curriculum.
- Represents Child Juvenile Services on the Chesapeake/Interagency Consortium; participates in making fiscal decisions regarding treatment for adolescents before the Consortium.
- Coordinates and oversees volunteer activities, and maintains volunteer records.
- Publishes the Division newsletter.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<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 work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, legal or managerial methods in the solution of administrative, legal, 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.
<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers, residents, 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 psychology, social work, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires CPR, First Aid, and Handle With Care certification. Requires a valid driver's license and driving record in compliance with City Driving Standards.

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**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 07/24/2020*