

<b>Job Class Code: 0881</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION**

The purpose of this class is to supervise or lead staff, provide administrative support, coordinate and oversee operations for the area of responsibility. The class is responsible for assisting with short and long range strategic planning, goals and objectives; coordinating special projects;; training, preparing reports, coordinating administrative operations and activities with other City agencies. The class works within a general outline of work to be performed, under general supervision.

**TYPICAL TASKS**

- Provides administrative support to supervisor and other staff, including scheduling appointments and meetings, making travel arrangements, maintaining calendars; and preparing correspondence, memos, schedules, documents and reports utilizing computer software.
- Supervises or leads subordinate personnel including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Prepares and maintains operating budget for assigned area; monitors expenditures.
- Receives telephone calls and visitors; provides information, resolves problems/issues, directs calls/visitors to appropriate personnel, or take messages as needed.
- Maintains supply/equipment inventory; researches and processes accounts payable and/or accounts receivable, posts journal vouchers; assists with preparation of payroll.
- Coordinates/provides support services for Chesapeake citizens/families in need; analyzes needs, and plans special events, workshops, and seminars; facilitates prevention programs.
- Coordinates remuneration of City property damaged in vehicle accidents.
- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility.
- Processes and reviews documents, records or other forms of information for quality and accuracy and enters data into computer system.
- Prepares and monitors grants and grant activity.
- Represents the department and/or city on various committees, teams, and task forces as assigned.
- Evaluates departmental policy and procedure; makes revisions or develops new policy and procedures as required.
- Attends or conducts staff and other professional meetings to exchange information; conducts training classes for senior support staff.
- Performs other duties as assigned.

Police Department Only:

- Acts a liaison with State Police regarding VCIN related issues.
- Conducts investigations on operators that have violated Virginia State Code/US State Code in relation to VCIN/NCIC use.
- Assists Information Technology Division within the Police Department with regards to location of terminals and the updates of State Police software; acts as Technical Advisor to City IT and Public Safety IT regarding network configurations with access to VCIN/NCIC.

**GENERAL STANDARDS**

<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>	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.

<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percent.
<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 financial, accounting, legal, or managerial methods in the solution of financial, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<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/public administration, budget/finance administration, management/program analysis, 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 including at least one year in a supervisory role.
<b>Special Certifications and Licenses</b>	May require a valid driver's license and a driving record that is in compliance with City Driving Standards. Depending on department, may require an "A" level VCIN operator or instructor certification. Depending on department, must be a United States citizen or a lawful resident for the past 10 consecutive years.
<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.

**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 job 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.*