

Job Class Code: 6580	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee and manage the operations of Social Services under the direction of the Department Director. The class is responsible for staff supervision, training, planning, compliance with federal, state, and City regulations, budget, policy and procedures, 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.

TYPICAL TASKS

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Plans, manages, and oversees daily operations of Social Services under the direction of the Department Director; provides consultation and guidance for supervisory staff for difficult situations or issues as required.
- Ensures compliance by Social Services with federal, State, and City regulations governing public assistance, social work, and employment services programs.
- Oversees, reviews, and approves expenditures for area of responsibility; provides fiscal data for preparation of the annual budgets.
- Assists with development and implementation of policy and procedures for area of responsibility; ensures compliance with same by staff.
- Investigates customer complaints; takes corrective action as required.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Researches and responds to requests for information from community organizations, colleges/universities, and state and local officials.
- Coordinates staff requests to attend City training classes to ensure equal access to classes, and to enhance staff knowledge, skills, and abilities.
- Gathers and maintains information to support periodic and special reports documenting activities and events for area of responsibility.
- Attends or conducts staff, task force, committee, and other professional meetings to exchange information; attends professional seminars or conferences to improve professional skills.
- Acts as Director of Department in Director's absence.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
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 principles of logical thinking and professional practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, and proportions or measurements; may use descriptive statistics.

Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely complex papers and reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a professional nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in social work or a closely related field. Master's preferred.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with the City's 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.

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.