

<b>Position Code: 6680</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of this class is to coordinate and supervise staff, oversee and direct special programs/projects for the Department. The class is responsible for staff supervision, planning, training, programs, policy, budgets, and reporting. The class plans, organizes, and implements programs within broad organizational and departmental guidelines; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• Supervise staff, including selecting or recommending selection, assigning responsibilities, reviewing work, preparing and delivering periodic job evaluations, counseling, disciplining, and terminating or recommending termination.</li> <li>• Establishes and maintains program goals and objectives, and generates management plans and program corrective action plans.</li> <li>• Monitors and evaluates performance of programs and personnel to ensure effective service delivery for customers and staff.</li> <li>• Provides clarification and guidance in difficult and complicated cases involving policy application; makes decisions as required.</li> <li>• Develops internal operating policy and procedures; oversees implementation of same to ensure Agency's compliance as defined by state and/or federal guidelines.</li> <li>• Handles complaints, queries, and problems relating to area of responsibility; assists staff with resolution of difficult problems.</li> <li>• Oversees, reviews, and approves expenditures for area of responsibility; provides fiscal data for preparation of annual budgets; prepares financial forms and reports.</li> <li>• Implements service program changes, revisions, and requirements, including those with legal ramifications.</li> <li>• Analyzes and recommends changes in policy, procedures, work load management, training requirements, personnel, and equipment needs on local and state levels.</li> <li>• Oversees maintenance of record system(s) for assigned area; processes daily paperwork including reports and personnel information.</li> <li>• Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.</li> <li>• Performs other related duties as assigned.</li> </ul>
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**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>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and medical, legal, administrative, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, or descriptive statistics.
<b>Language Requirements</b>	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, law, medicine or other complex disciplines; writes complex papers and reports; speaks to high level scientific, political, economic, legal, medical or other professional groups.

<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a fiscal, legal, medical, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in Psychology, Sociology, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<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 job focus.

**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.*