

City of Chesapeake Class Title: Community Programs Specialist II

Job Class Code: 0214	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to provide leadership and direction, analyze programs and provide administrative support for the management and operations in assigned area. The class is responsible for grant management, program planning and development, policy development and analysis and complaint resolution. The class is also responsible for coordinating administrative processes, researching and collecting data, developing and implementing strategies to promote positive program development and making recommendations for the management of assigned area. The class works within a general outline of work to be performed; independently plans and implements projects and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises assigned staff, including training, scheduling, assigning and evaluating work.
- Researches, analyzes, and summarizes information relating to assigned area of responsibility.
- Serves as a centralized grants administrator for assigned area including monitoring implementation of grants, maintaining central grant files and researching and distributing information.
- Gathers and maintains information/data to support periodic and special reports documenting activities and events for area of responsibility.
- Prepares a variety of analytical studies, reports, and related information and presents recommendations for decision-making purposes.
- Develops and maintains databases for the preparation and maintenance of operations according to departmental needs and requirements.
- Prepares and maintains operating budget for assigned area.
- Develops and maintains collaborative working partnerships between various public, private, and non-profit entities, including facilitating interagency community events and training workshops.
- Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills.
- Manages plans, coordinates and implements strategies in providing customer service to both internal and external customers.
- Coordinates and participates in the administration of activities in assigned area such as evaluating work progress, serving as departmental liaison, preparing correspondence, and/or facilitating initiatives.
- Provides information and referral services, directing public education programs, researching information, and marketing related concerns and issues.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practices and/or makes recommendations based on technical expertise. The position is highly visible among City's departments and agencies as well as in the community, including citizens and human service professionals.
Reasoning Requirements	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.
Mathematical Requirements	Uses basic algebra involving variables and formulas; computes discounts, rates, ratios, median values and percents.

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Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.
Mental Requirements	Performs specialized technical or professional work required general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices, or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in business administration, public administration or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five 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 City Driving Standards. Also requires CPR and First Aid Certification.
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 individualized position 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.

Revised 10/2/2019