

Position Code: 8990	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and provide leadership for the Chesapeake Integrated Behavioral Healthcare (CIBH) and City management. The class is responsible for staff supervision, planning, policy, promotional activities, meetings, and reporting. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

TYPICAL TASKS

- Directs and supervises staff, including training, assigning and evaluating work projects, mentoring, and counseling.
- Represents the CIBH/City at meetings including Community Policy and Management Team, Leadership Team, Executive Directors Forum, Mayor's Commission on Fatherhood, and Department Heads meetings.
- Develops proposals, plans, and concepts for the Board, City, State, or other groups.
- Develops materials for the Board, City, State, VACSB, and region.
- Meets with senior management staff to discuss issues, resolve problems, and develop proposals and strategies; works with peers to develop strategies or understand developments.
- Reads reports, articles, memos, laws, and regulations; utilizes the material to develop proposals, plans of action, or report to others.
- Visits CIBH sites and meets with the staff.
- Performs promotional-type activities such as taking members of the General Assembly on tours of CIBH programs.
- Gathers and maintains information/data to support periodic and special reports and papers documenting activities for the area of responsibility.
- Attends or conducts staff, Board, Committee, or other professional meetings to exchange information; attends professional workshops or conferences to improve professional skills.
- Provides oversight to the agency Corporate Compliance plan and HIPAA Compliance plan, provide due diligence, with administrative authority to ensure staff follow current Corporate Compliance and HIPAA policies and procedures.
- Trains, monitors and evaluates staffs compliance to applicable federal and State regulations and compliance standards for documentation.
- Interprets and ensures compliance with program licensure, funding regulations and evaluation standards through policies and procedures development and review, staff training, and supervision of administrative and supervisory personnel.
- Directs staff to attend or complete required compliance training.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.

Reasoning Requirements	Performs work involving the application of principles of logical thinking and scientific, legal, administrative, or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of an engineering, fiscal, legal, managerial, or scientific nature and formulates important recommendations or makes technical decisions that have an organization wide impact
Decisions/Supervisory Control	Makes decisions as the primary aspect of the job, affecting the organization, related organizations, and a major segment of the general population; develops long range goals, plans, and methodologies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a master's degree in social work, psychology, rehabilitation counseling or other human services field, or business administration, public administration, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience in leading public or private organizations with functions and responsibilities that are similar to a Community Service Board.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

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.