

Class Title	Assistant Manager of Community Services
Position Number	332
Department	Community Services
Division	
Supervised By	Community Services Manager

Nature of Work:

Assists Community Services Manager in the management and administration of the Department of Community Services.

Performs advanced professional and administrative work requiring management, supervisory, and analytical skills, as well as, knowledge of Community Services programs and operations. Directly supervises certain County staff. Duties are performed under the managerial direction of the Community Services Manager.

Primary Duties:

- Coordinates departmental needs with Financial and Management Services, Human Resources, and other departments of the County. Expedites services for the divisions of Community Services.
- Researches and analyzes data and information related to the programs and activities of the Department as well as those proposed for the department.
- Represents the Department and the Department Manager on various occasions and serves on a variety of internal and external committees. Acts in the absence of the Community Services Manager.
- Serves as the primary link between the Department and Community-based organizations.
- Explores grant opportunities for the Department and its Divisions and advises staff of availability. Writes grants as needed/required by the Department Manager.
- Develops the legislative program of the Department for submission and coordination into the County-wide program.
- Prepares written and oral reports for action by Department Manager and/or County Administrator.
- Conducts and supervises a wide variety of special projects in the Department including Community Services policy analysis and development, automation, service coordination, and customer service.
- Acts as Administrator of James River Enterprise Zone.
- Acts as Department Safety Officer.
- Supports division managers in resolving policy issues.
- Provides support in implementation of emergency management plans.
- Performs related work as required.

Job Preparation Needed:

- Thorough knowledge of management and supervisory practices.
- Thorough knowledge of data analysis and collection principles.
- Ability to manage several projects simultaneously and to meet deadlines.
- Ability to express ideas concisely orally and in writing.
- Knowledge of State and Federal funding program.
- Considerable skills in grantsmanship.
- Ability to establish and maintain effective working relationships with staff, other County officials, and the public.

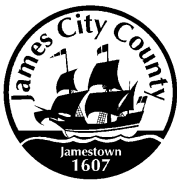
Post Offer Requirements:

- Possession of a Bachelor's Degree in Public or Business Administration, Human Services, or related field; a Master's Degree is preferred; extensive management experience in local government or related field including considerable supervisory experience; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

Introductory Period:

Job Locations and Conditions:

- Duties are performed in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, etc. Requires driving County or personal vehicle to meetings and other departmental office locations.



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General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Not essential to job.

Manual Dexterity:

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use hand tools, and manipulate computer keyboard and mouse.

Finger Dexterity:

- Not essential to job.

Physical Demands:

- Strength: Must have ability to occasionally lift, push/pull 5-10 lbs and occasionally hold/carry 5 lbs.
- Climbing: Not essential to job.
- Standing, sitting, walking, running: Must have ability to: continuously (0-1 hours/day) stand, continuously (0-1 hours/day) walk, continuously (5-7 hours/day) sit. Running is not an essential function of this job. Must be able to walk over flat terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 0-5 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times per day.
- Seeing: Must have ability for color perception, focus, and peripheral vision.

Driving:

- Must have ability to drive automatic transmission: car.