



## **BH/DS Supervisor II #02710**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 3, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 16

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Organize and supervise a major program unit, typically overseeing 10 or more people, within a comprehensive behavioral health (BH) or developmental services (DS) program.

### **Representative Work Functions and Responsibilities**

- Assist the Program Director in the development, evaluation and direction of behavioral health or developmental services programs for the community to meet client need and State Certification Standards.
- Provide and monitor behavioral health or intellectual disability consultation, education and treatment services to relevant agencies and populations for beneficial community impact.

- Manage and develop the financial resources of a behavioral health or developmental services program through the maintenance of effective intra- and inter-agency program collaboration for maximum utilization of the available resources.
- Manage and develop the staffing resources of a major behavioral health or developmental services program to meet client needs.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Program models are successfully created and directed in accordance with client needs and State Certification Standards.
- Program development priorities are effectively set with the Program Director.
- Goals and objectives are clearly established on an annual basis and for the Five-Year Plan.
- Communication and coordination with relevant community agencies, public and private, are developed and maintained.
- An appropriate balance of service delivery to the community within resources available is maintained.
- Goals and objectives are implemented, and progress is documented on an annual basis
- Timely and accurate reports.
- Specific admission criteria with service delivery and intervention methods are provided.
- Policies and procedures for program operation are established and maintained.
- Direct services are provided as needed.
- A written program description is maintained.
- Policymakers are apprised of program goals and objectives and progress of programs upon request of Program Director.
- Timely, accountable program data are provided from valid administrative records.
- Appropriate fee and revenue generation is facilitated.
- Staff and equipment needs of program are projected in compliance with agency budgeting process.
- Financial resources are expended in compliance with agency policies and procedures.
- Differential use of program staff is made through the demonstrated ability to delegate appropriately.
- Effective leadership, supervision and performance evaluation of assigned staff, volunteers and students are provided.

- New staff members are recommended for hire through review of job applicants, utilizing approved personnel procedures.
- The development of curriculum and professional resources for instructing staff in program service delivery strategies and theory is implemented.
- Knowledge in social, educational, and developmental theory and application is enhanced and maintained.
- A good work environment to promote wellness and staff productivity is fostered.

## Minimum Qualifications

- BEHAVIORAL HEALTH POSITIONS: Requires a Bachelor's degree in a human services field (such as psychology, behavioral or mental health, special education, social work) and seven (7) years of behavioral health experience associated with such positions as senior clinician, educator with program coordination responsibilities, or supervisor of a major program unit, with one (1) year of supervisory experience OR a combination of education and/or behavioral health experience equivalent to eleven (11) years associated with such positions as senior clinician, educator with program coordination responsibilities, or supervisor of a major program unit, with one (1) year of supervisory experience.
- DEVELOPMENTAL SERVICES POSITIONS: Requires a Bachelor's degree in a human services field (such as psychology, behavioral or mental health, special education, social work) and seven (7) years of developmental services experience associated with such positions as senior clinician, educator with program coordination responsibilities, or supervisor of a major program unit, with one (1) year of supervisory experience OR a combination of education and/or developmental services experience equivalent to eleven (11) years associated with such positions as senior clinician, educator with program coordination responsibilities, or supervisor of a major program unit, with one (1) year of supervisory experience.
- Must have a current and valid driver's license.

## Special Requirements

- BEHAVIORAL HEALTH POSITIONS: Professional licensure as a Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Clinical Psychologist (LCP), Licensed Registered Nurse, or certification as an addiction's counselor or substance abuse counselor, may be required.
- DEVELOPMENTAL SERVICES POSITIONS: Professional licensure as a QDDP (Qualified Developmental Disabilities Professional) may be required for some positions.

- ALL POSITIONS: All 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.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### **DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*