



## **ICF Administrator #03131**

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

Date of Last Revision: November 25, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 19

### **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**

Assist the Program Director by overseeing and coordinating client services and monitoring budgets for all Intermediate Care Facility (ICF) residential programs within the Department of Human Services Developmental Services Division. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

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

- Develops and implements policies and procedures regarding the operation of the ICF.
- Ensures that ICF's in compliance with State Licensure Requirements.

- Ensures that required documentation for Medicaid reimbursement is completed according to the procedures.
- Ensure that all facilities remain in compliance with all applicable provisions of Federal, State, and local laws, regulations, and codes pertaining to treatment services, client protections, health, safety, and sanitation.
- Monitors budgets and ensures that programs operate within budgetary limits.
- Recruits, hires, and evaluates program employees. Provides new employees with training in applicable policies and procedures of the unit.
- Provides staff with information and opportunities to attend staff development activities and training events that will increase their professional knowledge and development.
- Attends events for self-development that will increase and enhance professional growth to the benefit of the clients, staff, and agency.
- Monitors contractual agreement with other community agencies to ensure that client services are delivered as outlined in the contract.
- Conducts meetings on a regular basis to keep staff informed on important issues.
- Works with division staff to improve the quality of services to clients participating in all Developmental Services Program components.
- Establish and maintain communication with program participants and care providers.
- Develops and monitors outcome measures.
- 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**

- Ensure program policies and procedures are current and reflective of State licensure requirements.
- Ensure all ICF facilities comply with State licensure requirements.
- Ensure documentation is completed accurately and within time limits required to receive timely reimbursement for services.
- Ensure budgets are monitored appropriately and programs operate within budgetary limits.
- Ensure contractual agreements are monitored and that services are delivered as outlined.
- Ensure employees receive appropriate training and development opportunities and all staff are knowledgeable of facility regulatory requirements and provide quality services.
- Ensure collaborative relationships with community partners providers and program participants.

## Minimum Qualifications

- Requires a Bachelor's degree in a Human Services field such as Psychology, Sociology, Social Work, or related field and seven (7) years of experience in a community setting serving intellectually or developmentally disabled individuals, and associated with positions such as Clinical Director, Senior Clinician, or Clinical Supervisor OR a combination of education (above the high school level) and/or related experience equivalent to eleven (11) years.

## Preferred Qualifications

- Master's degree in a Human Services related field.

## Special Requirements

- 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 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.*