



City of Kansas City, Missouri Job Class Specification

Job Title:	VIOLENCE PREVENTION SUPERVISOR	Department:	HEALTH
Job Code:	4054	Status:	NONEXEMPT
		Grade:	NE-3

Summary

This is highly complex and responsible professional and administrative work to ensure the efficient operation of a comprehensive public health program.

Work involves responsibility for operationalizing highly complex, difficult professional and administrative public health work. An employee of this class is responsible for supervising assigned staff and coordinating all assigned work, including personnel matters and operating rules and regulations. An incumbent of this class exercises considerable initiative and judgment. Work accomplishments are judged by an administrative superior through conferences, written reports and results achieved.

Duties and Responsibilities

- Manages programs and develops policies identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development
- Manages all aspects of a public health program consistent with public health laws and regulations
- Supervise, train, and develop a cadre of four (4) to six (6) subordinates in the areas of alternative dispute resolution techniques, case management, organization skills, resource development, and public health.
- Understand legal and technical principles and apply them to varying sets of complex issues and fundamental human relationships with sensitivity to the feelings of the community and diverse individuals and the capacity to reconcile their differences.
- Present information, both oral and written, in a clear, concise, and in an interesting manner to individuals, groups and the general public, embracing the organization's priorities and style.
- Work non-traditional hours, including some evening and weekend hours, frequently with confidential data needed to carry out sensitive and highly confidential public health information.
- Establish and maintain effective working relationships with other employees, community leaders, and the general public.
- Plan, assign, and supervise the work of subordinates engaged in the program.
- Confer with persons requesting service or making complaints on matters of importance to the division and dispose of cases handled in accordance with established departmental policies and regulations
- Prepare and/or present informational material for monthly, special, and annual reports, as well as research, analyze, and compile evaluative data prior to making reports and recommendations based on findings in surveys and recommendations made.
- Compiles and calculates statistical data in planning, implementation, and evaluation of public health and related programs
Perform related duties as required.

Technical Skills	<p>Thorough knowledge of the principles and practices of public health, business, and public administration programs.</p> <p>Considerable knowledge of: Research methods and techniques and methods of report presentation.</p> <p>Working knowledge of: The rules, regulations, and ordinances governing the organizational unit to which assigned. The principles and techniques employed in effective office administration and management.</p> <p>Ability to: Organize, allocate, coordinate, and review the work of subordinates engaged in complex community violence prevention work. Make significant decisions to exercise resourcefulness in meeting new problems. Prepare, analyze, and interpret accurate and complex reports. Establish and maintain effective working relationships with employees, municipal officials, and the general public.</p>
Education and Experience	High school graduation: three (3) years of applicable experience working with high-risk individuals, youth, and families in case management, public safety, or public health.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none"> • Must pass a background check as prescribed by the City. • Will be required to pass a pre-employment drug screen.
Supervisory Responsibility	Supervision may be exercised over professional, technical, and clerical personnel.
Supervision Received	<p>Work is performed under the general direction of a department head or an assigned designee and affords wide latitude for the exercise of independent judgment and initiative.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	11/14
Revised	11/16, 8/22, 6/24, 8/24