

CITY OF CHATTANOOGA

Classification Specification Title: Administrator of City Planning

Department: City Planning

Pay Grade: GS.24

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: Dep. Dir. RPA, Dir. Design

Established: 7/01/21

Center, Dir. Dev. Dir. Research & Info. & Dir. Strategic &

Revision Date: 10/18/24;

Long Range

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

This position serves as the lead executive for the Regional Planning Agency which also provides land use planning services for Hamilton County and several small towns, and transportation planning services for the Chattanooga-Hamilton County, North Georgia Transportation Planning Organization (TPO).

SERIES LEVEL:

The Administrator of City Planning / Executive Director of the Chattanooga-Hamilton County Regional Planning Agency is the second position of a two-position administrator series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Leads and directs department activities and operations, including reviewing, editing, and making final decisions on items produced by the Department, including comprehensive plans, studies, land use plans, zoning studies, zoning and subdivision regulations, ordinances and amendments, urban design projects, staff recommendations and other initiatives as needed to the Regional Planning Commission and legislative bodies and other related items.

Oversees the development and execution of public engagement and education sessions to solicit community feedback and determine local needs through resident input and participation.

Represents the City and County at a variety of internal and/or external meetings, public events, training sessions, on committees, and/or other related events in order to receive and/or convey information.

Oversees and directs a team of planners from diverse backgrounds (City, County, TPO) and professional practice; managing goals, objectives, work plans, and compliance with applicable city/county/federal laws, ordinances, codes, rules, regulations, standards, policies, and procedures; maintaining, administering, and implementing of standard operating procedures, conduct performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Ensures Agency processes and products are consistent with APA planning ethics; responsible for processes/products are responsive to needs of underserved communities and the broader public interest/welfare.

Provides administrative direction and oversight over the analysis of a variety of data and information, and reports/studies that are developed by staff and/or consultants.

Provides direction to staff/consultants on recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.

Provides oversight for urban design projects, and other initiatives as needed, including development of related code amendments, reforms, and policies through adoption by the Planning Commission and the City Council.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, Boards, Commissions, the general public, and/or other interested parties to coordinate work activities, exchange information, and resolve problems.

Develops and oversees the organizational structure, and staffing of the Department of City Planning and the Regional Planning Agency in coordination with the Chief Policy Officer and the Chief of Staff.

Ensures alignment of structure and staffing through budgeting process and guides Directors and Deputy Administrator(s) on budget development. Serves as an advisor and liaison to City and County executives and legislative elected officials, legal staff; City and County departments and agencies, and various appointed Boards, Commissions, and Committees.

Advises the Chief Policy Officer, City Council, the Planning Commission, and the Mayor on key matters of planning, zoning, land-use issues, and development.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and ten (10)+ years of experience in roles of growing scope, responsibility, and demonstrable results in a high level public policy role in the Community/Urban/Municipal/Regional planning or related field and a minimum of five (5)+ years of supervisory experience; Advanced degree in urban planning, architecture, public administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required ten (10) years of experience as described above.

All employees must maintain Tennessee residency from the date of hire.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Experience working in the private sector in a planning/development related field is preferred, but not required; Experience developing and communicating a shared vision for community challenges, needs, and opportunities; Strong communication skills in conveying complex and controversial planning concepts to a wide variety of audiences representing divergent viewpoints to come up with planning solutions; Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality; Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve planning goals and objectives; Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team; Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and planning staff; Strong advocate for innovative approaches to city planning and zoning that help result in an increase in affordable housing, and Visionary and strategic thinker who can lead and provide guidance on the interwoven issues of transportation, infrastructure, land-use, zoning, development, and environmental sustainability.

LICENSING AND CERTIFICATIONS:

Must be certified by American Institute of Certified Planners Certification (AICP). All employees must maintain Tennessee residency from the date of hire.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.