

## CITY OF CHATTANOOGA

### Classification Specification Title: Administrator of Community Development

**Department: Community Development**

**Pay Grade: GS.24**

**Supervision Received From: Chief Operating Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Admin Support Spec,**

**Established: 1/18/23**

**Dir Com Centers, Chief Insp Code Enforcement, Deputy**

**Revision Date: 8/27/24;**

**Admin CD, Dir Ops, Exec Asst, Finance Manager, Public**

**10/20/23**

**Relations Coord 2**

#### CLASSIFICATION SUMMARY:

The Administrator of Community Development is responsible for delivering, expanding and improving community services for the citizens of Chattanooga. The Administrator establishes department goals and objectives; ensures that department policies and programs comply with City, State, and Federal codes, laws, and regulations; and meets with neighborhood advisory councils to identify the needs of the community. The Administrator is committed to providing quality, timely services and assistance, and fully embraces the Mayor's vision for Chattanooga.

The Department is responsible for community development, neighborhood services, community centers, assistance programs, and coordination with workforce development programs.

#### SERIES LEVEL:

The Administrator of Community Development is a stand-alone position.

#### 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.)*

Provides strategic direction, oversees, and participates in the activities and operations of the department, which includes: planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Ensures the implementation of directives issued by the Mayor.

Develops and implements new program initiatives.

Oversees the fiduciary responsibility for the department's general fund and federally funded budgets, including the processing of payments for outstanding expenditures.

Collaborates and confers with internal staff, external agencies, community organizations, citizens, and/or other interested parties in executing the department's goals, objectives, and strategies.

Develops effective relationships with a diverse range of community leaders and residents.

Represents the Department of Community Development and the City of Chattanooga in collaborative efforts by serving on and/or leading committees, task forces, and/or partner agency boards.

Develops and oversees the organizational structure, the budget, and staffing of the Department of Community Development, in coordination with the Chief of Staff.

Advises the Chief of Staff, the Mayor and City Council on all matters of community development and the delivery of related services.

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 the community and economic development, urban or regional planning, neighborhood services or a related field, including five (5) years at the management level; or any combination of equivalent experience and education.

Advanced degree in planning, urban development, 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.

Extensive knowledge of policy analysis techniques; grant management principles and practices; urban development principles and practices; strategic planning principles; Federally funded programs; budgeting principles and practices; HUD programs, policies, and regulations; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; project management principles and practices; contract management principles; and government protocols.

Skill in interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; and managing entitlement funds.

A strong commitment to providing services that will improve and enhance the quality of life for all citizens.

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 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 staff.

Visionary and strategic thinker who can lead and provide guidance on the complex issues involving community and economic development, neighborhood services, and community assistance programs.

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

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

#### 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.