

# CITY OF CHATTANOOGA

## Classification Specification Title: Administrator Economic Development

**Department: Economic Development**

**Pay Grade: GS.24**

**Supervision Received From: Mayor**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Brownfield Coord, Chief**

**Established: 7/01/21**

**Housing Officer, Dir. Entrepreneurship, Econ. Dev. Coord. &  
Real Property Manager**

**Revision Date: 10/18/24;  
8/27/24; 10/20/23**

### CLASSIFICATION SUMMARY:

The Administrator will be responsible for providing overall administrative and operational management for the department, by supporting and helping implement the work of both the Mayor's Senior Advisor for Economic Opportunities and the Mayor's Chief Housing Officer. The Administrator will oversee program implementation to ensure compliance with City, State, and Federal codes, laws, and regulations. The Administrator will have oversight over administrative and operational functions and processes of the department, and work closely with Hamilton County Government, the Chattanooga Chamber of Commerce, as well as other City of Chattanooga departments and staff and external agencies and companies in promoting the business and economic development, affordable housing, and workforce development priorities and interests of the City of Chattanooga. The Administrator will manage the daily operational requirements and needs of the department to support the vision and policy goals of the Mayor, as articulated by the Mayor's Senior Advisor for Economic Opportunities and Chief Housing Officer.

### SERIES LEVEL:

The Administrator Economic Development 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.)*

Provides leadership, accountability, and direction to departmental operations and staff, to include planning, coordinating, administering, tracking, and evaluating programs, projects, processes, and/or service offerings; ensuring compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple program areas, and working to integrate and coordinate program areas.

Ensures implementation of directives issued by the Mayor.

Supports the Mayor's Senior Advisor for Economic Opportunities and Chief Housing Officer by overseeing and executing all internal administrative processes and procedures

Works with the Chief Housing Officer and Senior Advisor for Economic Opportunities to ensure compliance of all programs and incentives, including, but not limited to, PILOTs, TIFs, state

funding and grants, and federal funding and grants, such as funding from the United States Department of Housing & Urban Development (HUD). Such monitoring shall take place at least annually and shall be documented in a permanent file. Determination of compliance shall be independent of or in addition to a self-reporting document received from the organizations and shall be sufficient to support a conclusion of compliance.

Designing and implementing efficient internal processes.

Writing Request For Proposals and providing strategic guidance during any proposal review.

Assists with negotiation and the management of professional service contracts, property sales, or acquisition, and economic development oriented negotiations, as assigned.

Supports the Mayor's Senior Advisor for Economic Opportunities and Chief Housing Officer in developing a strategy and processes for managing all real property and real estate owned by the City of Chattanooga, including surplus and back-tax properties and proactively tracks and maintains an inventory of land that could be developed for multiple uses, including commercial, residential, and industrial uses.

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

Consults with the City Attorney on legal issues related to the operations of the department.

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

Assists with the preparation of grant proposals and applications, contracts, and other necessary documents as may be required for necessary community services.

Oversees the organizational structure, the budget, and staffing of the Department of Economic Development, in coordination with the Senior Advisor for Economic Opportunity and Chief Housing Officer.

Advises the Senior Advisor for Economic Opportunity, the Chief Housing Officer, the Mayor, and City Council on all operational matters of the Department of Economic Development and the delivery of related services.

Maintains strong working relationships with the general public, area businesses, clients, the media, community partners, and others.

Serves as a member of various committees as assigned.

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

Advanced degree in urban development, urban studies, economics, public administration, business 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 managing staff and communicating a shared vision for community challenges, needs, and opportunities; Demonstrated ability to implement and project manage various initiatives in support of policy goals and objectives; Demonstrated experience working to implement successful and effective strategies to grow prosperity of and uplift underserved communities, especially culturally diverse communities; Extensive knowledge of local government policies and procedures; processes; and operations. Extensive knowledge of 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 residents; Demonstrated ability to execute projects while balancing multiple 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; and Strategic thinker who can lead and provide guidance on the interwoven issues of economic development, affordable housing, infrastructure, land-use, zoning, development, uplifting low-income and culturally diverse communities, and environmental sustainability.

**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.