

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Mgr. Community Devt.

Department: Economic Development

Pay Grade: GS.12

Supervision Received From: Mgr. Community Devt.

FLSA Status: Exempt

Supervisory Responsibility: None

Established: 6/29/07

Revision Dates: 8/27/24;

10/20/23; 11/02/18

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing and implementing systems for various program activities in the management of federal entitlement funds. Duties include: developing contractual agreements; reviewing office practices for compliance with federal regulations; and coordinating activities of Citizen Advisory Committees. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Assistant Manager, Community Development is the second level of a three-level community development 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.)

Collaborates with internal staff on the preparation of written comprehensive documents and reports related to the progress of sub-recipients in the development, implementation, and accomplishments in attaining program goals, objectives, and outcomes in the use and expenditure of Federal funds on a project-by-project basis, which includes: conducting research; compiling data from various sources; maintaining project files; analyzing data; preparing and submitting reports to applicable agencies; and, performing other related activities.

Monitors project progress of assigned sub-recipient activities in meeting program goals and objectives, which requires the review and analysis of monthly expenditures, quarterly progress reports, the approval of monthly invoices, and troubleshooting project delivery, conducting site visits and program audits, and monitoring other related activities to ensure projects are progressing satisfactorily.

Coordinates the development of the annual calendar and prepares materials for scheduling essential components of applicable processes and related activities to meet specified guidelines and timeframes, which includes: preparing a variety of written materials; conducting workshops; providing technical assistance to organizations in the non-profit community; responding to questions and concerns from the general public; and, performing other related activities.

Develops and prepares contractual agreements between sub-recipients and the City; conducts continuance project analysis to meet sub-recipients' stated goals, objectives, and outcomes.

Reviews office practices for compliance with applicable Federal regulations within community development projects.

Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information.

Coordinates activities for the Citizens Advisory Committee for the approval and disbursement of program funds and the development of public notices and comment periods, which includes: scheduling meetings; preparing correspondence to committee members; developing public notices for publication in local print media to alert the public of activities; preparing meeting agendas; maintaining records and files; and, performing other related activities.

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.

MINIMUM QUALIFICATIONS:

Eight (8) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Bachelor's Degree in Public Administration, Urban or Regional Planning or a related field. Examples of relevant experience include engaging in professional-level program development activities in a community development field involving federal grant funding.

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

LICENSING AND CERTIFICATIONS:

Valid Tennessee Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of HUD programs, rules, and regulations; grant management principles; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; public relations principles; financial accounting principles; report preparation methods; and program management principles.

Skill in developing and administering HUD programs and activities; managing and administering grant and/or other federal entitlement funds; coordinating, monitoring, and initiating activities involving general public participation; administering programs; interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; using a computer and

related software applications; preparing a variety of reports and business correspondence; monitoring budgets; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

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.