

CITY OF CHATTANOOGA
Classification Specification Title: Chief Equity Officer

Department: Equity & Community Engagement

Pay Grade: GS.24

Supervision Received From: Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Comm. Prog. Specialist,

Established: 4/27/23

Dir. Comm. Engagement, Dir. Supplier Diversity & Exec. Asst. Revision Date: 8/27/24;

10/20/23

CLASSIFICATION SUMMARY:

Collaborates with City employees and departments to assess individual and organizational opportunities to develop and design solutions that ensure an equitable and inclusive environment that embraces diversity relating to values and identities that align with core organizational issues.

SERIES LEVEL:

The Chief Equity Officer 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.)

Develop key strategies to ensure equitable services to City employees and residents.

Provides leadership and consultation pertaining to diversity, inclusion and equity to all City departments.

Develop communication and feedback mechanisms to ensure equity issues are addressed as well as share best practices and keep Mayor apprised of key initiatives and long-term strategies.

Provide collaboration to support City departments and the Mayor's organizational vision.

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 in public or business administration, political science, or a closely related field supplemented by five (5) years of progressively responsible experience working within an elected official's office providing support, research and analysis or related responsibility; or an equivalent combination of education, training and experience.

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.