

# CITY OF CHATTANOOGA

## Classification Specification Title: Chief Operating Officer

**Department: Executive Branch**

**Pay Grade: GS.29**

**Supervision Received From: Mayor**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Admin. of PW, IDP, WW, CD, Established: 7/21/21**

**P&O. Fire Chief, Dep. Chief Op. Officer, City Fin. Officer,**

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

**Chief HR Officer, City Attorney & Exec. Dir. Library**

**10/20/23**

### CLASSIFICATION SUMMARY:

Provides leadership and management to ensure the City of Chattanooga has appropriate operational controls, administrative and reporting procedures, and employee systems in place to effectively support the organization's strategic plan, and to ensure financial strength and operating efficiency. Performs highly responsible and complex professional administrative in support of the Mayor's goals and objectives and in accordance with City Council directives; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; and manages and directs operational activities for the City of Chattanooga through assigned departments.

### SERIES LEVEL:

The Chief Operating 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.)*

Oversees the day-to-day operations of the business of City;

Develops an annual operating plan that supports the Mayor's long term operations strategy with collaboration from the Chief Financial Officer and Chief of Staff.

Ensures the Mayor is fully informed in a timely manner pertaining to the day-to-day operations of the City towards the achievement of its established goals.

Coordinates the sustainability strategies of the City.

Establishing policies that promote the City's culture and vision throughout the organization.

Assesses and manages the principal risks of the Corporation's business within operations (proposals, projects).

Evaluates City performance by interpreting and analyzing data and metrics.

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 Administration, Business Administration, Finance or related field, and ten (10) years of progressively responsible experience in public sector operations and management activities; or any combination of equivalent experience and education. Master's Degree in Public Administration or Public Policy preferred.

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.