

CITY OF CHATTANOOGA

Classification Specification Title: Assistant Director Land Use Development Services

Department: Public Works

Pay Grade: GS.13

Supervision Received From: Director, Land Development Office

FLSA Status: Exempt

Established: 6/29/07

Supervisory Responsibility For: Codes Enforcement

Revision Dates: 3/28/25

Inspector Supervisor, Codes Enforcement Inspectors, Development Review Planner, and Admin.port Staff

10/4/24; 8/27/24; 3/07/24; 7/1/13

CLASSIFICATION SUMMARY:

The incumbent in this classification is responsible for supervising and interpreting City codes associated with zoning, historic zoning, and design review. Typical duties include: interpreting and enforcing the City's Zoning, Sign Ordinance, Short-Term Vacation Rentals and Historic Zoning ordinances; examining architectural and engineering plans to ensure compliance with relevant ordinances; researching and writing zoning letters; overseeing grant projects for Zoning; conducting and directing inspection of structural systems to support signs; and, evaluating and supervising staff. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Assistant Director Land Use Development Services 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.)

Supervises staff which includes: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Manages and provides direct oversight regarding the implementation and maintenance of unit operations and activities, which includes: planning, coordinating, administering, and evaluating programs and related projects, processes, procedures, strategic planning, and standards; 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.

Oversees and directs the enforcement of City codes associated with zoning and historic zoning, sign permits and inspection, and Short Term Vacation Rentals which includes: issuing compliance letters to violators; providing guidance to staff on site inspections and evaluations; reviewing inspection results for code compliance; meeting with design professionals to discuss problems and code compliance issues; and, performing other related activities.

Directs the plans review processes to ensure timely and accurate responses to zoning codes and ordinances.

Directs the approval of Short Term Vacation Rentals certificates and the investigation of illegal STVR's.

Directs staff in preparing cases that will be presented in City Court and to the Administrative Hearing Officer.

Reviews new proposed ordinances for the zoning division of the Land development Office. Prepares and assists in the preparation of new ordinances for the zoning and sign.

Directs the preparation in Standard Operating Procedures for the Land Use Division.

Oversees, directs, and reviews the inspection of structural systems necessary to support signs of any size and the associated electrical systems, from connection to termination.

Directs and reviews the research and preparation of zoning letters for real estate agents, developers, and builders for the financing and closing of properties.

Investigates issues, prepares presentations, and provides technical expertise to the Board of Zoning Appeals, Form Based Code Committee, City Council, Historic Zoning Commission, Downtown Overlay Board, Planning Commission, and other elected and appointed officials.

Oversees the preparation, maintenance, and storage of documents. Provides expert-level support and guidance on zoning enforcement issues.

Collaborates with internal departments, applicable Boards and Commissions, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, review work, exchange information, and resolve problems.

Participates in the preparation and administration of the budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Collects, prepares, reviews, interprets, and analyzes a variety of research, information, data, and reports; makes recommendations based on findings.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

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:

Apprenticeship or training in a skilled trade area and six (6) years inspections experience to include zoning, building, and specialized building inspections.

LICENSING AND CERTIFICATIONS:

Valid Driver's License;

Journeyman's Electrical License preferred;

Certified Zoning Inspector and Property Maintenance Inspector Certification from the International Code Council within one (1) year of appointment.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; electrical principles and practices; principles; applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures; budgeting principles; investigation techniques; construction principles and practices; inspection procedures; and, customer service principles.

Skill in directing, monitoring, and evaluating the work of subordinate staff; prioritizing and assigning work; preparing and analyzing a variety of data and information; developing and administering budgets; coordinating activities with a variety of interested parties; providing customer service; directing and conducting field inspections of applicable projects and/or areas of concern; identifying zoning violations; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; using a computer and related software applications; negotiating and mediating hostile situations; preparing and maintaining records; and, have the interpersonal skills of communication, in order to appropriately react and interact with coworkers, supervisor, and the general public, so as to exchange or convey sufficient information and to receive work directions from his/her supervisor and the general public.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to electrical currents, vibrations, fumes, dusts, and extreme temperatures.

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.