

# CITY OF CHATTANOOGA

## Classification Specification Title: Assistant Director OFE

**Department: CD Community Assistance**

**Pay Grade: GS.12**

**Supervision Received From: Dir. Office Family Empowerment FLSA Status: Exempt**

**Supervisory Responsibility For: Admin Support Asst 1,**

**Established: 6/29/07**

**OFE Navigation Specialist, OFE Program Coordinator**

**Revision Dates: 3/28/25;**

**8/27/24; 10/20/23; 1/11/23**

### CLASSIFICATION SUMMARY:

Incumbents in this position are responsible for assisting in the management and administration of multiple programs within the department. Responsibilities include participation in hiring, training, managing and evaluating staff; assisting with development of departmental budget; evaluating programs, projects, and activities; performing marketing and public relations duties; developing, recommending, and administering policies and procedures. Work is performed with general direction, working from broad goals and policies.

### SERIES LEVEL:

The Assistant Director OFE 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 to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; training employees; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, termination and disciplinary recommendations.

Assists Director with day-to-day operations and functions of assigned units within the department which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, internal controls, quality initiatives, systems, standards, strategic initiatives, and/or service offerings; 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.

Prepares, reviews, interprets and analyzes a variety of complex departmental information, data, contracts, forms, schedules, calendars and reports; makes recommendations based on findings.

Responds to requests for information and assistance from employees, outside agencies, the public, and/or other interested parties.

Collaborates with internal departments, applicable Boards and Commissions and universities, State and Federal organizations including the Tennessee Association of Community Action, task forces, advisory groups, the general public, external agencies, contractors, city attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Conducts supervisor audits of a sample of program files for the Community Services Block Grant (CSBG) programs, the Low-Income Home Energy Assistance Program (LIHEAP), and other agency programs and services and ensures quality and compliance with grant guidelines.

Serves as an Outcome Advisor for the Tennessee Association of Community Action (TACA) and attends quarterly meetings and other events as needed.

Assigns cases and caseloads as necessary and ensures that staff activities are coordinated in a manner to support necessary program outputs.

Participates in developing and implementing agency administrative policies.

Trains new employees in areas such as agency policy, department procedures, and agency or government regulations.

Assists in providing in-service training for experienced workers in areas such as new policies, procedures and regulations.

Represents agency in community or in interagency activities.

Prepares management reports, prepares and makes presentations, conducts policy research, participates in community assessment, and assists with grant writing.

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):

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 8 employees; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring, and training employees; planning, assigning, and directing work; making recommendations for performance appraisals; recommending employee rewards or discipline; addressing complaints from customers and resolving problems.

#### MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree in Nonprofit Management, Public Administration, Social Work, Psychology, or related field from four-year college or university and four (4) years progressively responsible program management experience in service delivery, supplemented by two (2) years of supervisory experience, or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License

Must possess or be willing to obtain certification as a Nationally Certified ROMA Implementor (NCRI).

#### KNOWLEDGE AND SKILLS:

Knowledge of managerial principles and practices; public administration principles and practices; recreation management principles and practices; program development and administration principles and practices; strategic planning principles; financial management principles; budgeting principles; mathematical concepts, program marketing principles and practices; contract administration; negotiation principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and/or procedures; policy and procedure development practices.

Knowledge of State and Federal guidelines applicable to the Community Services Block Grant and the Low-Income Home Energy Assistance Program.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, delegating and assigning work; using computers and related software applications; performing mathematical calculations; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing environments; solving problems; mediating and resolving conflict; conducting negotiations; developing and implementing strategic plans; developing, implementing and applying policies and procedures; preparing and administering budgets; making recommendations for improvements; assist the director when needed; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information or receive work direction.

#### LANGUAGE SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

#### MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

#### REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### PHYSICAL DEMANDS:

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear.

The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

#### 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.