

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Assistant Mgr. Housing and Community Investment**

**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: 3/28/25;**

**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. Work requires limited supervision and the use of independent judgment and discretion.

### **SERIES LEVEL:**

The Assistant Mgr. Housing and Community Investment 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.)*

Manages, in absence of the Community Development Manager, staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.

Assists in supervising the day-to-day activities and operations of housing functions which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems and/or standards; ensures compliance with federal, state and local laws, regulations, codes, standards, policies and procedures.

Collaborates with internal staff on the preparation of written comprehensive documents and reports, 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 compliance which requires the periodic review of compliance submissions; attending pre-construction meetings as needed; provide training and updates on all compliance areas; provide technical assistance to subrecipients and developers; submit all semi-annual and annual

compliance reports; monitor IDIS flags; oversee and assist staff with technical assistance, compliance updates, and policies and procedures.

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.

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.

Provides direct oversight and management for the Community Development Specialists staff which includes: preparing and leading the team to execute and achieve results in responsible areas of function; gauge needs for training/improvements and coaching; provide guidance/approval on work related issues; review and submit timesheets to Manager for approval; assist with assigning responsibilities/balance load; manage opportunities for training/learning all areas of CD, ensuring competency; and, command of knowledge in areas of responsibility and HUD reporting systems.

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.

#### LICENSING AND CERTIFICATIONS:

Valid 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.