

CITY OF CHATTANOOGA

Classification Specification Title: Chief Administrative Officer

Department: Public Library

Pay Grade: GS.14

Supervision Received From: Executive Director Library

FLSA Status: Exempt

**Supervisory Responsibility For: Finance Manager
Manager**

Established: 9/16/14

Revision Dates: 4/1/25;

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

CLASSIFICATION SUMMARY:

Incumbent in this classification provides overall administrative leadership and supervision of the Chattanooga Public Library business operations. Will advise the library administration and the board of directors. Responsible for managing all financial, human resource and operational functions within the library and coordinating the Library initiatives in accordance with the strategic plan and goals.

SERIES LEVEL:

The Chief Administrative 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.)

Plan, direct, organize, execute, and evaluate the overall business activities of the Chattanooga Public Library.

Oversee and monitor the operations and capital budget controls; advising the Executive Director on priorities.

Direct and coordinate the Library operations, planning, development, and implementation.

Develop and revise policies and procedures to facilitate the effective and efficient conduct of business and human resource operations.

Ensure that the Library business operates within all applicable federal, state, and local regulations.

Evaluate library services and recommend improvements through the leadership team. Act as a liaison by creating and maintaining local, state and national partnerships with organizations which will promote the Library's mission.

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:

Master's degree in Business Administration, Public Administration, or related field with five (5) years of experience in or related to professional-level work in library administration or financial analysis or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid driver's license

KNOWLEDGE AND SKILLS:

Knowledge of leadership and management principles; budget principles; financial management principles; accounting principles; human resources program management principles, practices, methods and procedures; research, data and report presentation techniques; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; strategic business planning principles and practices; training methods and principles; research and data analysis techniques; and customer service principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; conducting investigations; evaluating complex systems and efficiently formulating and implementing personnel methods, procedures, forms and records; developing and managing budgets; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; responding to changing situations and needs; handling multiple tasks simultaneously; facilitating negotiations and mediations; speaking in public; conducting research; preparing a variety of reports and business correspondence; developing and analyzing service offerings and programs and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require 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. Incumbents may be subjected to travel.

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.