

CITY OF CHATTANOOGA

Classification Specification Title: Chief Housing Officer

Department: Economic Development

Pay Grade: GS.25

Supervision Received From: Admin. Economic Dev.

FLSA Status: Exempt

**Supervisory Responsibility For: Manager Community
Development**

Established: 6/02/22

Revision Dates: 4/1/25;

10/18/24; 8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

The Chief Housing Officer will guide and coordinate an impact investment strategy to catalyze over \$60 million in private sector investment for affordable housing. Responsibilities for the role are broad in scope and require a high degree of strategic and administrative discretion. The Chief Housing Officer will plan, supervise, and review the work of City staff in assigned areas of responsibility.

SERIES LEVEL:

The Chief Housing 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.)

Develop the multi-year strategic vision and direction for the City's affordable housing investments and policy strategy in alignment with Mayor Kelly's One Chattanooga strategic framework, including publishing a comprehensive housing plan.

Implement a strategy to create and preserve thousands of affordable units across the income spectrum from supportive and transitional housing to workforce housing.

Provide leadership on affordable housing issues at the city, state, and federal levels (e.g. Chattanooga Housing Authority, Tennessee Housing Development Agency, HUD).

Establish effective working relationships with executive management at city agencies involved in housing finance, development, and permitting processes.

Create and maintain a system for investment decisions, implementation, oversight and review, and reporting of all housing funds.

Work with partners to attract private capital for affordable housing, including through impact investing, community development financial institutions, leveraged public funding, and community reinvestment act lending.

Represent the City of Chattanooga and its affordable housing priorities at external events and engagements.

Manage the creation of policy papers and reports for the Mayor's Office, City boards and commissions, the Department of City Planning, Chattanooga City Council, and other elected officials.

Annually update the Housing portions of the One Chattanooga strategic framework and the City's comprehensive housing plan.

Supervise employees responsible for implementation of housing-related plans, policies, and initiatives.

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:

A strong commitment to public service.

Bachelor's degree and seven (7)+ years of experience in roles of growing scope, responsibility, and demonstrable results in affordable housing development/management or affordable housing policy; or any combination of equivalent experience and education.

Five (5)+ years of managerial experience leading a diverse team in a highly competitive market.

Experience preparing and implementing strategic plans for housing programs and initiatives.

Strong working knowledge of federal housing programs, Low-income Housing Tax Credit projects, tax-exempt bond financing, and complex capital stacks.

Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, and negotiate and manage competing interests;

Experience communicating effectively with policymakers, administrators, advocates, and a variety of local communities.

Excellent interpersonal, verbal, and written communication and public speaking skills.

Strong leadership skills and a demonstrated ability to make decisions and execute strategies successfully.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

PHYSICAL DEMANDS:

Position typically requires talking, standing, and some repetitive motion.

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. May need to move around multiple locations throughout the City and County for work related collaboration.

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.