

CITY OF CHATTANOOGA
Classification Specification Title: Chief Policy Officer

Department: Executive Branch

Pay Grade: GS.28

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 7/01/21

Revision Dates: 4/1/25;

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Provides leadership to ensure the City of Chattanooga has improved accountability and pertaining to citywide and inter- and intra- agency operations. Performs highly responsible and complex professional administrative support for the Mayor's goals and objectives.

SERIES LEVEL:

The Chief Policy 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.)

Develops strategic external and internal relations efforts with key leaders within the business and community.

Directions and coordinates both intra- and inter-agency strategic relations and initiatives defined as part of the Mayor's vision.

Directs and coordinates implementation of programs pertaining to inter-agency relations.

Ensures the Mayor is fully informed in a timely manner pertaining to the day-to-day operations of the City towards the achievement of its established goals.

Establishing policies that promote the City's culture and vision throughout the organization.

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:

Bachelor's Degree in Public Administration, Business Administration, Finance or related field, and ten (10) years of progressively responsible experience in public sector operations and management activities; or any combination of equivalent experience and education. Master's Degree in Public Administration or Public Policy preferred.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

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.