

CITY OF CHATTANOOGA

Classification Specification Title: Community Program Specialist

Department: Equity and Community Engagement

Pay Grade: GS.09

Supervision Received From: Chief Equity Officer

FLSA Status: Exempt

Supervisory Responsibility For: ECE Summer Intern

Established: 7/01/19

Revision Dates: 4/1/25;

8/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification provide program support to the Director of Multicultural Affairs. This role is responsible for designing, coordinating, and administering assigned programs within the Office of Multicultural Affairs. Duties include developing, designing and implementing structured programs as well as coordinating projects and maintaining data for various reports needed within the Office. Work requires limited supervision and the use of independent judgment and discretion. All duties connected with this position must be performed using sound judgment and with utmost confidentiality at all times.

SERIES LEVEL:

The Community Program Specialist 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.)

Assists with the Director's efforts in designing, coordinating, and implementing specialized programs within the Office of Multicultural Affairs, and ensuring compliance with applicable rules, regulations, and requirements.

Assists with the Director's efforts to develop, plan and implement department goals and objectives and to develop strategies to market programs and activities to attract public engagement and involvement in regards to community outreach plans.

Assists with the Director's efforts to develop materials, brochures, project briefs, surveys, and other forms of public engagement.

Assists with the Director's efforts in preparing and maintaining a variety of information related to the assigned area of responsibility.

Prepares and disseminates related reports.

Assists with the Director's efforts with initiatives to increase diversity, inclusion and equity internal and external to the city government.

Assists with the Director's efforts in collecting and reporting on metrics pertaining to performance on diversity, inclusion, and equity.

Assists with the Director's efforts in running the City's Internship and Internal Minority Vendor Certification Program.

Assists with the Director's efforts in building and maintaining good working relationships between the City and the existing supplier community, establishing contacts for key commodities that are able to meet buyer demands within a centralized database.

Assists with the Director's efforts in developing, facilitating or assisting in the facilitation of Purchasing Division education, training and outreach events that support systematic supplier education processes.

Assists with the Director's efforts in large City initiatives such as GARE (Government Alliance on Race and Equity) and KIVA Chattanooga. Develops and publishes a variety of information, reports, and/or other related documentation for the assigned area of responsibility, which may encompass demographic, supportive services, existing infrastructure and/or other related items.

Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information related to program offerings.

Foster relationships and partnerships within Chattanooga's local multicultural community.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

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:

Associates Degree in a related field and three (3) years experience coordinating or implementing diversity related programs, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of community development principles; planning and economic development principles; grant management principles; budgeting principles; program coordination principles and practices; public relations principles and practices; community building and mobilization techniques; needs analysis methods; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; research methods; data analysis techniques and methods; and, community agencies and resources.

Skill in providing public relations; using a computer and related software applications; conducting and evaluating needs analysis; marketing programs; interpreting, applying, and

communicating applicable laws, ordinances, codes, rules, and regulations; developing and interpreting statistical data; coordinating neighborhood programs; speaking in public; preparing training materials; managing databases; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; 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, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.