

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Administrator of Planning

Department: City Planning

Pay Grade: GS.19

Supervision Received From: Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Dir. Capital Planning,

Established: 7/01/21

& Projects; Admin. Support Asst 2; Exec. Asst; Fiscal Analyst; Revised Dates:4/1/25;

Planner; Comm. Design Supr; Comm. Design Spec.; Dir. 11/15/23; 10/25/23

Comm. Planning & Design; Dir. Dev. Svcs; Dir. Research &

Analysis; Dir. Sustainability; Dir. Trans. Planning

CLASSIFICATION SUMMARY:

The Deputy Administrator of Planning is responsible for assisting the Administrator/Executive Director in delivering, expanding and improving services for the citizens of Chattanooga and Hamilton County. The Deputy Administrator supports integration of the Mayor's and Administrator's vision, goals, and strategy for the Planning Department by assisting with directing, planning and organizing services, programs, and operations; developing and implementing policy; as well as crafting and accomplishing department and City objectives, goals, and performance metrics within guidelines established by the Administrator, Mayor and City Council and County Commission. The Deputy Administrator of Planning must exercise a high degree of judgment and discretion along with political acumen and an understanding of the needs of the community. This position provides direct supervision to the financial, administrative and graphics/communication staff.

SERIES LEVEL:

The Deputy Administrator of Planning 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 in directing the activities of multiple divisions within the department, to include planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems, and standards; strategic planning; and ensuring compliance with Federal, State and Local laws, regulations, codes and/or standards.

Assists the Administrator/Executive Director in directing the activities of multiple departments within the Agency which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems, standards, strategic planning; ensures compliance with Federal, State and Local laws, regulations, codes and/or

standards.

In absence of an Executive Director, functions as the Secretary of the Regional Planning Commission, Chair of the TPO Technical Coordinating Committee and Secretary of the TPO Executive Board.

Develops, recommends, updates and implements operating policies and procedures.

Supervises lower level staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Oversees and facilitates the preparation of the City Planning annual budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; reviews, prepares and directs major department purchases.

Participates in the City's strategic planning of the Department to ensure the priorities and goals of the City are met.

Evaluates and maintains quality control over staff assignments, reviews progress and directs changes as needed.

Develops, recommends, updates and implements operating policies and procedures.

Collaborates and confers with internal staff, external agencies, community organizations, citizens and/or other interested parties in executing the department's goals, objectives and strategies.

Attends and conducts a variety of meetings as assigned; serves on assigned committees; prepares and delivers presentations and recommendations to the City Council, commissions, committees, and government boards.

Advises the Chief of Staff, the Mayor and City Council on all matters of community development and the delivery of related services.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and 6+ years of experience in roles of growing scope, responsibility, and demonstrable results in a high level public policy role in the Community, Urban, Regional planning or related field and a minimum of 5+ years of supervisory experience;

Advanced degree in urban planning, architecture, public administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required ten (10) years of experience as described above; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

A valid Driver's License. American Institute of Certified Planners Certification (AICP)

KNOWLEDGE AND SKILLS:

Considerable knowledge of managerial principles and practices; policy analysis techniques; grant management principles and practices; financial accounting principles and practices; strategic planning principles; Federally funded programs related to community development; budgeting principles and practices; public relations principles; applicable Federal, State and Local laws, ordinances, codes, rules and regulations; project management principles and practices; and government protocols.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing a variety of reports and correspondence; managing projects; managing and administering budgets; 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; A strong commitment to providing services that will improve and enhance the quality of life for all residents; Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality; Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve goals and objectives; Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team; and Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

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.