

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Deputy Chief Operating Officer**

**Department: Executive Branch**

**Pay Grade: GS.24**

**Supervision Received From: Chief Operating Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Dir. Land Dev., Proj. Mgr.**

**Established: 7/01/21**

**Legislative Affs Ops, Receptionist & Admin Sup. Asst. 1**

**Revision Dates: 4/1/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification will assist the Chief Operating Officer in managing and directing City operations and functions. Duties include, but are not limited to, managing several City operating departments and divisions including Information Technology, Human Resources, Purchasing and General Services which will require knowledge of public administration, management, financial, human resource and planning principles, practices, policies and procedures as necessary in the completion of daily responsibilities.

### **SERIES LEVEL:**

This is an appointed 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.)*

Assist with planning and reviewing each department's goals, budget and the implementation of new programs, operations and policies.

Must have the ability to develop and administer policies, procedures, plans and activities and monitor department performance against measured goals; able to develop and implement long-term goals of the City and each department's effectiveness and efficiency.

Use independent judgment and discretion in working directly with Department Administrators and Senior Staff on day-to-day issues and special projects.

Familiarity with principles and practices of organizational development and management; applicable federal, state and local legislation, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job.

Able to keep abreast of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to City operations and activities.

Execute projects and initiatives on behalf of the Chief Operating Officer.

Effectively communicate and interact with the Mayor, Council members, subordinates, management, employees, members of the general public and all other groups involved in the activities of the City.

Represent the Mayor and/or the Chief Operating Officer at meetings and events as assigned by the executive team.

Prepare reports and written materials in a concise, clear and effective manner for internal and external communication.

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 a related field  
Seven (7) years of progressively responsible operational and management experience in government, business or with government agencies.

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.