

CITY OF CHATTANOOGA
Classification Specification Title: Deputy Chief of Staff

Department: Executive Branch

Pay Grade: GS.24

Supervision Received From: Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Staff Asst., Exec. Asst.

Established: 7/14/07

to COS, Manager Homeless Program, Dir. Policy Plan &

Revision Dates: 4/1/25;

Impl., Exec. Asst. to Mayor, Admin. Early Learning,

10/20/23

Constituent Services Coordinator, Dir. Homelessness &

Supp Housing, Policy Analyst

CLASSIFICATION SUMMARY:

Incumbents in this classification function with oversight responsibility for specific portfolio areas as assigned by the Chief of Staff, to include exercising supervision over communications/public relations staff. Other duties include researching and formulating long-range goals for the organization, as well as developing policy and position papers.

SERIES LEVEL:

This 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.)

Provides assistance to the Chief of Staff by planning, controlling, coordinating and monitoring all activities of an assigned portfolio of programs, projects and staff.

Serves as a member of the Chief of Staff's top management planning and decision team.

Collaborates with the Chief of Staff and the Mayor in developing strategic plans.

Oversees implementation of the Chief of Staff and Mayor's strategic plans, initiatives and directives throughout the organization as it relates to areas of responsibility.

Oversees long-range special projects and plans; serves as liaison to the Chief of Staff for these projects.

Coordinates the preparation and submission of the annual portfolio operating and capital expenditures budgets, including a comprehensive report of financial, programmatic, and administrative activities. Contributes as a member of the team that develops the City budget and key policies.

Apprises the Chief of Staff of current projected financial conditions and future fiscal needs.

Staff committees and initiatives as assigned by the Chief of Staff.

Meets and corresponds with various citizen, professional, business and other groups to answer questions and secure their help in carrying out various programs.

Develops and implements goals, objectives, policies, procedures and performance standards for assigned programs, projects and staff.

Prepares and submits written and oral reports to the Mayor, Chief of Staff, City Council, Special Boards, citizen groups, the general public and the media.

Interfaces with the Mayor, City Council, Chief of Staff and other department heads to implement, integrate and coordinate programs and policies.

Chairs or participates in special City Council Administrative or Program Committees or project teams; represents the City on various Boards, Commissions and Authorities.

Represents the interests of the City to outside groups, organizations, and regulatory agencies at the state and federal levels.

Meets with residents and businesses to address concerns, seek input regarding upcoming projects and solicit formal and informal service delivery feedback.

Reviews, evaluates and recommends best practices in the areas of customer service, benchmarking, performance management, staff development and accountability.

Oversees, directs and supervises the City's strategic communications program operations and public relations staff, to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations.

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.

MINIMUM QUALIFICATIONS:

Fourteen (14) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education.

Examples of relevant education include experience in a Bachelor's Degree in Public or Business Administration, Political Science or related field. Master's Degree preferred. Examples of relevant experience include progressively responsible leadership and management experience which demonstrates

the ability to direct administrative, technical and professional staff in one or more areas of operational responsibility.

LICENSING AND CERTIFICATIONS:

A Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of the principles and practices of public administration and public policy development and implementation; budget development, management and public funding mechanisms; City and regional issues. budgeting principles; customer service and public relations principles; project management principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Outstanding political acumen and high-level of skill in working with elected officials in a proactive, informative and responsive manner, especially in dealing with sensitive issues surrounding community interests. Decisive with strong analytical and problem solving skills. Excellent oral and written communication skills; strong interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

Ability to collaborate with departments and external organizations in a leadership and/or consultative role; ability to work collaboratively with colleagues, other departments, staff and supervisors to ensure effective and harmonious working relationships; ability to interact effectively with elected officials and the general public; to use a computer and related software applications; to analyze a variety of data and make recommendations based on findings; to handle multiple tasks simultaneously, to organize and prioritize work; to establish and maintain effective working relationships with other employees and those contacted in the course of work.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, 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.