

## **CITY OF CHATTANOOGA**

### **Classification Specification Title: Deputy Dir. Hamilton Co. Reg. Planning Agency**

**Department: RPA Agency Operations Office**

**Pay Grade: GS.16**

**Supervision Received From: Dir. Hamilton Co. Reg**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/1/25;  
1/12/23**

#### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for assisting the Executive Director in directing the departments of the Agency. This role also functions as the Coordinator for the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization (TPO), the bi-state Metropolitan Planning Organization (MPO) for the Chattanooga region. Duties include assisting in directing resources; supervising staff of the Executive Office; serving as the Transportation Planning Organization Coordinator and lead for the TPO work program, budget, meeting coordination, financial reporting for the TPO and budget; developing and updating policies and procedures; overseeing daily activities of the divisions to ensure compliance with applicable laws, ordinances, policies and practices (ECD); developing and providing financial and operational guidance and the annual Agency budget; managing vendor contracts and serving as an Agency liaison.

This position provides direct supervision to the financial, administrative and graphics/communication staff. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

#### **SERIES LEVEL:**

The Deputy Director is a stand-alone classification in the Regional Planning Agency (RPA).

#### **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.)*

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Duties include assisting in directing resources; supervising staff of the Executive Office; serving as the Transportation Planning Organization Coordinator and lead for the TPO work program, budget, meeting coordination, financial reporting for the TPO and budget.

Developing and updating policies and procedures; overseeing daily activities of the divisions to ensure compliance with applicable laws, ordinances, policies and practices (ECD).

Developing and providing financial and operational guidance and the annual Agency budget; managing vendor contracts and serving as an Agency liaison.

This position provides direct supervision to the financial, administrative and graphics/communication staff.

Work is performed under administrative review, working with the maximum degree of initiative and judgment.

**DEPARTMENT SPECIFIC DUTIES (if any):**

Serves as the TPO Coordinator with the responsibility of developing, managing and coordinating the TPO work program and budget, and related contracts.

Oversees meeting coordination for TPO Executive Board and Technical Coordinating Committee.

Manages the preparation and execution of the department's operational and capital budgets; monitors expenditures and makes required budget adjustments and approves a variety of payments, including contractual payments.

Oversees departmental compliance with applicable ordinances, codes, laws, rules, regulations, standards, policies and procedures.

Supervises lower level staff to include prioritizing and assigning work;; 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.

Assists the RPA 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.

Develops, manages and provides financial and operational guidance, including the processing of payments for outstanding expenditures.

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.

Prepares and evaluates specifications, scopes of work and requests for proposal for new projects; negotiates related contracts and change orders.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, Boards, Commissions, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Represents the City, County and other municipalities and/or the Department at a variety of internal and/or external meetings, public events, training sessions, on committees and/or other related events in order to receive and/or convey information Leads or assists in special high-profile planning projects or programs.

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

Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in Land Use Planning or Urban Design or related field, with Master's level course work in the field, and supplemented by five (5) years experience that includes urban planning, urban design, zoning, development review, project management, budget administration and supervision or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

Valid Driver's License; American Institute of Certified Planners Certification (AICP)

#### KNOWLEDGE AND SKILLS:

Knowledge of management principles; urban planning and design principles, practices, methods and procedures; development review principles; research, data and report presentation techniques; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; strategic planning principles and practices; research and data analysis techniques; public relations principles and budgeting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; developing and administering budgets; reviewing, planning and designing projects; reviewing design and development data and information; coordinating inter-agency activities and projects; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals; responding to changing situations and needs; analyzing data associated with land-use and site plans; managing multiple projects simultaneously; facilitating negotiations and mediations; speaking in public; conducting research; preparing a variety of reports and business correspondence; developing and analyzing community outreach and education programs and communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require reaching, 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. Incumbents may be subjected to extreme temperatures.

**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.