

CITY OF CHATTANOOGA

Classification Specification Title: Development Coordinator

Department: Multiple

Pay Grade: GS.10

Supervision Received From: Depends on Department

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 1/18/23

**Revision Dates: 3/06/26;
4/1/25; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification focus on grants and fund development for the entire department. Duties include: defining the department's mission(s), identifying grants that align with the department's mission(s), applying for grants, monitoring compliance, overseeing grants' fiscal management, actively researching existing and new grant programs, and managing the department's BFO process. Works with co-workers, department heads/directors, auditors, external agencies (federal and state), the general public, and elected officials and representatives.

SERIES LEVEL:

The Development Coordinator is a standalone 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.)

Actively research existing and new grants relevant to the department.

Develops a strategy to build and implement fund development with internal departments to maximize opportunity for growth within the City.

Monitor, collect, and interpret statistical and qualitative information on current departmental grants.

Establishes financial controls and systems for new grants/programs.

Maintains correspondence with local, state, and federal officials and the general public regarding grant programs.

Maintains organization of the department's BFO process with regard to the federal/state regulations.

Assures compliance with grant/funding by monitoring grant performance, identifying problems and possible solutions, and collaborating with departments to implement corrective action.

Properly maintain permanent grant records and official files according to the federal/state retention regulations.

Attends meetings with department directors, auditors, external agencies, and staff as required.

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 Business, Finance, or related field, and three (3) years of experience in grant application and monitoring; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of budgeting principles; recordkeeping practices and principles; procedures and requirements for state and federal grants, federal grants registration, allowable costs, and grant reporting; mathematical calculation, precisely computer based software; knowledge of federal, state, and local government operations; community demographics; customer service principles; and, applicable Federal, State, and Local laws, codes, regulations, policies, rules, and regulations.

Skill in writing and organizing information clearly; critical thinking for problem solving; time management; maintaining records; interpreting data; exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations; preparing and maintaining records and reports; providing customer service; interpreting and explaining policies and procedures; and, communication and interpersonal skills as applied to interaction with partners, coworkers and the general public.

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.