

CITY OF CHATTANOOGA

Classification Specification Title: Director Capital Planning and Projects

Department: City Planning

Pay Grade: GS.15

Supervision Received From: Administrator, Deputy Adm.

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 12/1/23

Revision Date: 4/1/25

CLASSIFICATION SUMMARY:

Responsible for performing complex administrative work in the planning, directing and oversight of departmental services and financial resources. Responsible for strategic planning, review of policy, and coordination with managers in order to achieve departmental goals and objectives.

Incumbents in this classification are responsible for developing, directing, and administering the functions and staff involved in carrying out the capital planning, project development and support to Planning Department administration and the City government. Serves as lead in decision-making process and compliance with applicable laws, policies and practices for capital work products of the Department.

SERIES LEVEL:

The Director of Capital Planning and Projects is a stand-alone classification in the Planning Division.

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.)

Directs and oversees the preparation and administration of departmental budgets, financial reports, and operational and/or capital improvement budgets. Monitors revenues and expenditures, conducting complex budget and financial research and analysis. Reviews financial statements and manages all financial operations related to the capital budget.

Performs managerial activities related to capital improvement projects, including project decision-making, managing resources, budgeting, and directing a project team. Projects may include coordination of multi-departmental and external stakeholder-led projects identified in City plans.

Facilitates, leads, and/or participates in meetings and/or proceedings. Represents the department and City at meetings and conferences. Serves as a liaison between departments, external organizations, the general public, and other agencies.

Serves on a variety of internal and external committees, task forces, and other agency

committees to secure advocacy and influence support for programs and ideals.
Develops complex reports and correspondence.

Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations. Designs, administers, and evaluates financial programs and services.

Responds to requests for information and provides subject-matter-expert guidance to other departments, patrons, the general public, and/or external agencies.

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

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.

Applies for and manages Federal grants, ensuring projects comply with applicable grant guidelines, procedures and policies.

Directs the preparation and administration of projects which includes defining specifications; soliciting bids; selecting consultants and vendors; overseeing and monitoring project progress; reviewing project reports; giving public presentations; forming and organizing committees and chairing public meetings.

Provides technical guidance and expertise to developers, contractors, property owners and the general public regarding transportation projects; responds to related questions and requests for information.

Reviews proposals and plans for compliance with applicable regulations and makes recommendations based on analysis; develops plans to illustrate recommendations and attends meetings to review projects.

Administers funding contracts and grants, monitoring expenditures and performance and preparing required progress reports for funding agencies; assists in the preparation of annual audit reports.

Work with City administrators and partner organizations to organize and propose a Capital Improvement Program that serves short and long term interest of the City and reflects utilization of funding.

Implement a mission driven, outcome oriented planning process to develop, analyze, prioritize and execute a plan for the CIP to guide investment of capital dollars in conjunction with the Mayor, City Council and community.

Manage and administer functions of capital budgeting and preparation of a five (5) year master plan to include management of capital budgeting from City departments, maintenance of year to

year master plan and overall review of City growth.

Present plan to senior staff, Mayor and City Council.

Assist Chief Financial Officer in identifying available financing and establish capital spending levels.

Collaborate with departments to incorporate long-range plans (e.g. Regional Transportation Plan, Climate Action Plan, land use plans, etc.) with five-year capital improvement plan.

Develops and facilitates community education and outreach programs.

Organizes, coordinates and facilitates public meetings.

Participates in forecasting, preparing and administering section budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Represents Department at a variety of internal and/or external meetings, national professional associations, public events and training sessions, on committees and/or other related events in order to receive and/or convey information.

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

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):

Coordinates with multiple divisions to plan, coordinate, administer, and evaluate programs, projects, processes, procedures, goals, objectives, systems, standards, strategic planning; ensures compliance with Federal, State and Local laws, regulations, codes.

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.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Planning, Engineering, Environmental Science or a related field with Master's level course work in the field, supplemented by five (5) years experience that includes transportation planning, project management, federal program compliance and budget

development.

LICENSING AND CERTIFICATIONS:

Valid Tennessee Driver's License. Preferred Certifications: American Institute of Certified Planners (AICP)

KNOWLEDGE AND SKILLS:

Knowledge of management principles; project management and delivery, transportation planning principles, Geographic Information Systems (GIS), practices, methods and procedures; basic civil engineering principles; environmental law; data management principles; policy analysis principles; 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 clear communication and respectful demeanor with elected officials, coworkers, business community and public citizens; multitasking, time management, monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; developing planning models; analyzing engineering drawings, plans, maps, aerial photographs, demographics, land use and census data, travel surveys, marketing data and travel forecasts; 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; handling multiple tasks 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.

PHYSICAL DEMANDS:

Positions in this class typically require 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.

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.