

CITY OF CHATTANOOGA

Classification Specification Title: Director of Community Centers

Department: Community Development

Pay Grade: GS.14

Supervision Received From: Administrator Community Dev

FLSA Status: Exempt

Supervisory Responsibility For: Manager Community Center,

Established: 6/29/07

Admin. Supp. Spec., Spec. Comm. Centers, Mgr. Comm.

Reviewed Dates: 4/1/25;

Centers, Custodian, Crew Workers

10/23/24; 2/23/24; 12/8/23;

10/20/23; 11/30/22

CLASSIFICATION SUMMARY:

The Director will be responsible for providing strategic direction and oversight to the operations of community centers in one of two geographic areas within the city of Chattanooga.

The Director will collaborate with the other area Director, City leadership, and the Community Center Advisory Committees in the development, implementation and operation of community centers, addressing the specific needs of each neighborhood. Duties include hiring, training and evaluating division staff; developing and administering the division budget; representing the division with the public and City to set goals and to identify funding availability; evaluating programs, projects and activities to ensure division is providing the right services; performing marketing and public relations responsibilities and developing and administering policies and procedures. The Department is responsible for community development, neighborhood services, community centers, assistance programs, and coordination with workforce development programs.

SERIES LEVEL:

The Director of Community Centers 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.)

Oversee and direct a team of community center division managers from diverse backgrounds and professional practices, as well as assigned community centers; managing goals, objectives, work plans, standards, policies, and procedures.

Develops and oversees the organizational structure, the budget, operations, and staffing of the Community Centers in coordination with the Administrator of the Department of Community Development and the Chief of Staff.

Meet regularly with Community Center Advisory Committees to review/revise each center's mission and submit recommendations to the department Administrator and the Chief of Staff.

Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively.

Directs and oversees the maintenance and repair of facilities; reviews work requests; inspects sites to determine needs and initiates appropriate action; monitors work in progress and inspects completed work.

Supervises investigations of accidents or incidents involving employees, vehicles, property, and/or facilities.

Reviews and manages the analysis of management information; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives.

Reviews, manages, and participates in the preparation, review, and submission of a variety of reports, reconciliations, work papers, promotional efforts, communications, schedules, tables, and/or statements to and from internal departments, financial institutions, governmental entities, and external agencies.

Participates in/on a variety of task forces, meetings, committees, and/or training sessions in order to receive and convey information.

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

Manages agreements, contracts, grants, and/or regulatory compliance issues.

Develops and administers budgets within the Division including capital improvement budgets; approves expenditures; reviews financial statements; manages financial operations.

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

Research and analyze community needs to determine program directions and goals.

Participate in the determination of policies regarding such issues as program requirements, and program benefits.

Work cross-functionally with other departments to support the needs of Community Centers.

Analyze proposed legislation, regulations, or rule changes to determine how community centers could be impacted.

Act as a consultant to City departments, staff and other community programs regarding the interpretation of program-related federal, state, and local regulations and policies.

Represent the City in relations with governmental and media institutions as it relates to Community Centers.

Work collaboratively with the Director of Community Centers for the complementing area to create a network of Community Centers across the city of Chattanooga that serve their unique neighborhoods.

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.

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, as determined by the Department Head.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree and five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in business administration, public administration, human services or a related field, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE & SKILLS:

Knowledge of managerial principles; public administration principles and practices; community program management principles and practices; program development and administration principles and practices; applicable Federal, State and Local laws, rules, regulations, codes and/or statutes; policy and procedure development practices; financial accounting principles; budgeting principles; mathematical concepts; program marketing principles and practices and principles and practices of grant and/or contracts administration.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing, delegating and assigning work; preparing reports; using computers and related software applications; performing mathematical calculations; directing and overseeing facilities maintenance activities; reading, comprehending and reviewing financial information; making program decisions based on financial considerations; adapting to rapidly changing environments; solving problems; mediating and resolving conflict; conducting negotiations; developing and implementing strategic plans; developing, implementing and applying policies and procedures; preparing and administering budgets; conducting research; analyzing processes and making recommendations for improvement and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, 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:

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.