

CITY OF CHATTANOOGA

Classification Specification Title: Director of Community Engagement

Department: Equity and Community Engagement

Pay Grade: GS.14

Supervision Received From: Dir. Community Engagement

FLSA Status: Exempt

Supervisory Responsibility For: Mgr. Neighborhood Serv. &

Established: 12/13/21

Development; Equity & Comm Engagement Spec.

Revision Dates: 4/1/25;

11/27/24; 10/20/23

CLASSIFICATION SUMMARY:

The City of Chattanooga seeks a strategic and community-minded Director of Community Engagement who will be responsible for leading community engagement efforts for the City of Chattanooga that are non-extractive, equitable, and effective. This position is a key member of the Department of Equity & Community Engagement and is responsible for overseeing and coordinating the City's various community engagement efforts.

In alignment with Mayor Kelly's One Chattanooga strategic plan, the City seeks to engage with diverse groups of neighborhood leaders, non-profit organizations, faith leaders, advocates, organizers, and wider Chattanooga residents to elevate the voices and participation of our entire community. This role is focused on building trust through strong relationships and partnerships. Authentic community engagement will focus on lifting up underrepresented voices and the City seeks to meaningfully involve them in decisions that affect their lives and communities. This position reports directly to the Chief Equity Officer but will also closely collaborate with the Mayor's Office, including the Director of Communications for the City of Chattanooga and the Chief of Staff.

SERIES LEVEL:

The Director of Community Engagement 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.)

Develops and implements a comprehensive community engagement strategy for the City of Chattanooga's Department of Equity & Community Engagement, as well as dedicated engagement plans for underrepresented communities.

Cultivates and manages strategic relationships with community leaders across the city to inform decision-making, improve lines of communication with residents, and enhance programmatic impact and reach.

Develops and executes a year-round calendar of events, activities, and initiatives that help educate and inform the public on the major issues, challenges, and opportunities facing our city.

Aligns engagement efforts with the One Chattanooga strategic plan to involve the community about decisions that impact their lives and neighborhoods, rather than just inform them.

Takes a leading role in the Department of Equity & Community Engagement's work to elevate underrepresented voices, share power, and improve outcomes for residents across Chattanooga; Be a thought leader to articulate, measure, and spread best practices in partnering with communities to better improve services, policies, and outcomes.

Oversees and manages the work of all community engagement and outreach staff at the Department of Equity & Community Engagement.

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 and three (3) years of progressively responsible experience in community engagement, public administration, equity, diversity, and inclusion initiatives, or a similar field or any combination of equivalent experience and education.

Demonstrated experience managing teams and leading cross-departmental projects.

Proven record of developing and implementing programs and policies.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of communication and public speaking skills; Google Suite and experience with data management tools; local, state, and federal laws, and policies;

Skilled in working in or with non-profits, faith-based organizations, community-based organizations, and diverse communities; interpersonal and facilitation skills with the ability to synthesize different views and guide multiple participants towards consensus decisions and engage a wide range of partners; project management, strategic planning, and program evaluation.

Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, and negotiate and manage competing interests; collaborate effectively with diverse stakeholders, government agencies, community groups, and the private sector; analyze data and use it to inform decision-making; build and sustain trusting relationships with community partners and stakeholders.

PHYSICAL DEMANDS:

Positions in this class typically require standing, walking, fingering, 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.