

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Community Planning

**Department: City Planning**

**Pay Grade: GS.14**

**Supervision Received From: Administrator City Planning**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Principal Planner, Planner 2**

**Established: 6/9/07**

**Revision Dates: 4/1/25;  
6/25/24; 7/1/13**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, managing and directing the overall functions of the Community Planning division. Work is performed with general direction, working from broad goals and policies.

### SERIES LEVEL:

This 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.)*

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

Uses a strong knowledge of city/urban and community planning to direct planning activities for the City of Chattanooga and Hamilton County.

With a planning team, develops and maintains a comprehensive plan for growth for the county and city.

Responsible for the development of area plans and application of countywide planning framework.

Facilitates plan implementation with department leadership through coordination and collaboration with city and county partners and a variety of other public and private stakeholders. Plan implementation may include community charrettes, additional placemaking studies, or tracking plan metrics.

Applies a wide range of community outreach methods including public meetings, focus groups, surveys, presentations, neighborhood and community meetings, etc.

Directs and monitors the day-to-day activities and operations of the division which includes maintaining, administering and implementing of standard operating procedures, quality assurance standards, policies, goals, objectives, work plans and workflow; ensuring procedures

and equipment meet operational and program performance and ensuring compliance with city policies.

Directs the preparation and adoption of various plans including data gathering, analysis, report writing, public engagement, graphic illustrations, and public presentations.

Develops and facilitates community education and outreach programs. Organizes, coordinates and facilitates public meetings.

Prepares and makes presentations to various civic, national and international groups including the preparation of charts, maps and digital presentations.

Applies for grants, directs the programs and supervises the expenditures of grant funds.

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.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Directs, reviews and participates in the development of a variety of reports, work papers, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors and/or other interested parties.

Provides technical expertise and guidance to contractors, ensuring compliance with applicable contract terms and conditions and authorizing contractor payments.

Represents the City 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.

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

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):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Architecture, Landscape Architecture, Urban Design, Urban Planning,

Engineering or related field with Master's level coursework in a related field; supplemented by five (5) years experience that includes architecture, urban design, urban planning, transportation planning, budget administration, supervision and personal computer operations, or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS:

American Institute of Certified Planners

Valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge of management principles; urban planning principles, practices, methods and procedures; design 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; presentation 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; 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 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 talking, hearing and seeing.

#### 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.