

CITY OF CHATTANOOGA

Classification Specification Title: Director Development

Department: City Planning

Pay Grade: GS.14

Supervision Received From: Administrator

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 3/17/2017

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

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for overseeing and directing the day to day zoning and subdivision operations of the Development Services of the Planning Division. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Director Development 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.)

Supervises division 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.

Directs and monitors the day-to-day division activities and operations, 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 applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Collaborates and meets with land developers, real estate professionals, elected officials, residents, and other City and County professional staff members to discuss, advise, and assist with various zoning and subdivision issues and questions.

Prepares and presents multi-media zoning and subdivision presentations for staff review meetings, Commission public hearings, City Council meetings, County Commission meetings, and/or other applicable groups. Coordinates and develops amendments to zoning and subdivision regulations.

Oversees the official zoning map; supervises department staff in updating/maintaining the official zoning map.

Performs field checks and photographs sites and surrounding areas identified for rezoning requests or subdivision plats.

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; making public presentations; forming and organizing committees; and, chairing public meetings.

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

Reviews subdivision proposals and designs for compliance with applicable regulations and makes recommendations based on analysis; attends pre-submittal meetings to review projects.

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.

Prepares and evaluates specifications, scopes of work, and requests for proposal for new projects; negotiates related contracts and change orders.

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.

Compiles and monitors operational, administrative, and statistical data related to zoning and subdivision planning operations and regulatory requirements; prepares related reports, procedures, and documentation.

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.

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 Land Use Planning or Urban Design or related field with Master's level course work in the field, supplemented by four (4) years experience that includes urban planning, urban design, zoning, development review, project management, budget administration, and supervision.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of management principles; subdivision planning and design principles, practices, methods and procedures; land use planning principles, concepts and methods; local legislative processes; 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 monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using a computer and related software applications; analyzing engineering drawings, plans, maps, aerial photographs, land use and census data; 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; analyzing data associated with land-use and site plans; 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 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.