

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director Finance and Administration**

**Department: Public Works**

**Pay Grade: GS.15**

**Supervision Received From: Deputy Administrator**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Finance Manager**

**Established: 12/05/25**

**Revision Date: N/A**

### **CLASSIFICATION SUMMARY:**

The incumbent in this classification oversees the administrative processes, procedures and staff to include all office operations and overseeing and tracking of the budget details, purchasing requisitions, division contracts, and administrative systems and procedures throughout the City. The incumbent is responsible for defining strategy, direction, standards and management to the Finance and Administration Division within the Department of Public Works. This position is also responsible for planning strategic short-term and long-term goals for the division with consideration of the overall Department and City strategies.

### **SERIES LEVEL:**

This Director Finance and Administration 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.)*

Responsible for the management of day-to-day operations, to include: staffing, scheduling, and ensuring employees meet their annual training requirements and goals as well as day-to-day support, problem resolution, and purchasing requests from throughout the City.

Reviews and approves schedules, timecards, time off requests, approves and arranges for training as necessary.

Develops and communicates the career progression and advancement opportunities for team employees.

Maintains relationships with participating third party personnel providers. This includes all required administrative and financial responsibilities associated with approved contract positions relating to applicant documentation, onboarding process, offboarding process, rate determination, payroll responsibilities, annual budgeting and vendor contract.

Prepares and manages the Public Works departmental budget to include all personnel position expenses, benefits costs, operational expenses, capital budgeting, grant programs and both monthly and annual projections.

Responsible for the financial planning, forecasting, and renewal management of all required Public Works departmental contracts, funding, and administrative adjustments. Coordination between other departments, directors, and administrators is required.

Maintains financial accountability of all grants awarded to the department and those in partnership with outside agencies. This includes communications with Federal, state and local governmental agencies regarding contracts, financial responsibilities and reporting requirements.

Contract management to include direct involvement with the City Attorney's Office preparing specific agreements, verbiage, terms, protections and contractual commitments.

Oversees, reviews, and approves all procurement processes and submissions for the department. This includes requisitioning process, review and approval of funding sources, cooperative resources, state purchasing contracts, supplier contract requirements and internal receiving.

Responsible for all audit requests and participation responsibilities involving administrative, financial and policy audits.

Responsible for all administrative policies and procedures across the Department of Public Works.

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.

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree with a major in Business Management/Administration, Finance, or similar and two (2) years in a similar role. Experience managing/supervising other administrative/office staff including fiscal analysts OR at least six (6) years of any combination of technical and financial experience, education or training sufficient to perform the essential duties of the job will be considered.

#### LICENSING AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of project management principles and practices. Knowledge of problem solving methods. Understand workflow and process analysis methods. Experience with contract negotiations and tracking. Experience with finance and budgeting.

Skill using a computer and related software applications. Managing multiple projects of various types and meeting deadlines. Preparing a variety of reports and presenting information. Conducting negotiations and communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction. Development of policies and procedures. Facilitating meetings. Analyzing problems and recommending solutions. Resolving and mediating conflict.

#### PHYSICAL DEMANDS:

Positions in this class typically require stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, 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. May need to move around multiple locations throughout the City for work-related collaboration.

#### 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.