

CITY OF CHATTANOOGA

Classification Specification Title: Director of Foster Grandparent Program

Department: Early Learning

Pay Grade: GS.12

Supervision Received From: Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Foster Grandparent Field

Established: 1/11/22

Superv. & Program Asst. II

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

CLASSIFICATION SUMMARY:

Under supervision of the Youth and Family Development Deputy Administrator of Social Services, plans, directs and coordinates activities of the Foster Grandparent department. Duties include ensuring goals and objectives are accomplished within prescribed time frame and funding parameters; evaluating staff; ensuring programs are in compliance with local, state and federal regulations and laws. Work is performed under administrative review. Position starts at the beginning salary range.

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 responsible for delivery of services to the eligible citizens within applicable guidelines, policies and laws.

Establishes work plan and staffing of grants, compiles statistics, provides status reports and ensures the program is on target.

Compiles and submits required reports to local, state and federal superiors as required and requested in a timely and accurate manner.

Manages program budget. Provides staffing and technical assistance to Foster Grandparent Advisory Council.

Plans and implements promotional activities to market program services and increase community awareness.

Locates potential funding for supplemental programs. Maintains Memoranda of Understanding with volunteer stations.

Confers with other Program Managers, Fiscal office, City departments, and local agencies.

Represents department at local, state and federal meetings, conferences and gatherings.

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 preferably in Human Services, Social Work, Gerontology or related field and five (5) years related experience.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of federal, state and local regulations; grant writing; budgeting principles; program management and development.

Skill in monitoring and evaluating subordinates; responding to common inquiries or complaints from customers, regulatory agencies and business community; presentations to administrators, public and boards.

PHYSICAL DEMANDS:

Positions in this class typically require talking, hearing and seeing.

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

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 accommodation with the employer.