

CITY OF CHATTANOOGA

Classification Specification Title: Director Homeless Initiatives

Department: Economic Development

Pay Grade: GS.14

Supervision Received From: Deputy Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: Housing Stability

Established Date: 7/25/23

Facilitator, Lead Housing Navigator, Lead Outreach

Revision Dates: 4/1/25;

Coord, Lead Service Coord, and Grant & Dev. Coord 10/20/23

CLASSIFICATION SUMMARY:

The Director of Homeless Initiatives is responsible for building a strategy that aligns with the Mayor's One Chattanooga Plan by directing the implementation and execution of the City's comprehensive plan to end homelessness and will lead the Office of homelessness and supportive housing (OHSB) and oversee the Eviction Diversion Initiative (EDI).

Incumbents in this classification will be responsible for the implementation, coordination, and execution of the City of Chattanooga's Office of Homelessness & Supportive Housing (OHSB) programs. In addition to planning, managing and supervising operations, and resources of the OHSB, responsibilities will include providing guidance and direction in developing programs and initiatives to effectively address issues and combat the problems facing the City's homeless population. This position is charged with cultivating a local environment for the growth of supportive housing and services in our city. Duties include establishing and maintaining collaborative relationships with community assistance groups and appropriate service providers regarding prevention of and intervention in homelessness in Chattanooga. Additional duties include providing services, including outreach, homelessness prevention, emergency shelter, transitional housing, supportive housing, and supportive services, obtaining and managing HUD grants, state housing grants and other special homeless services-related grants and programs; managing resources and representing the OHSB program to help people exit homelessness. Work is performed with limited supervision and with the use of independent judgment and discretion.

SERIES LEVEL:

The Director Homeless Initiatives 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.)

Directs and leads the development and execution of the city's homelessness prevention and response work, including serving as primary person of responsibility over our city's strategy to end homelessness in Chattanooga.

Align multiple departments and external service providers to lead the city's response and service efforts for our most vulnerable residents.

Operationalize a housing-first approach to our work to end homelessness, including pursuing strategies to increase the overall supply of supportive and affordable housing.

Build and strengthen our partnerships with key stakeholders, including service providers, Continuum of Care leadership, philanthropic partners, local businesses, other City departments, neighborhood and community groups, and national thought partners.

Integrate equity and community engagement in the City's response to homelessness, ensuring our approach is fair, just, and equitably implemented for our most vulnerable residents.

Oversee the EDI program and work in collaboration with Hamilton County with regards to reporting grant tracking

Keeps abreast of new or emerging homelessness initiatives and best practices and recommendations necessary to ensure program and operational efficiency.

Directs the Homeless Services team within the Office and determine goals, track progress, and report on outcomes for staff.

Provide management oversight in the awarding of contracts and allocations of funds to • agencies, ensuring monies are disbursed appropriately to meet initiatives.

Directs the day-to-day operational activities of the department which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, goals, objectives, systems, standards, needs assessment, and/or service offerings; ensures compliance with Federal, State, and Local laws, regulations, codes and/or standards.

Directs special projects/serves as the representative of the City of Chattanooga in special circumstances such as large-scale displacement households or homeless encampments, and natural disasters as it affects the housing or homeless populations of Chattanooga.

Directs implemented Office of Homelessness & Supportive Housing internal projects for the City. Identifies the feasibility and appropriateness of grants and coordinates the preparation and

submission of related applications, correspondence, and related documents. Makes recommendations on the use of funds and the optimum methods by which funds are utilized to serve the homeless community.

Directs fiscal operations for the OHSB regarding the management and oversight of grants and programs which includes preparing, implementing, and managing the budget; preparing and monitoring contracts, projects, and programs, ensuring compliance with budget restrictions; supervising the compliance of grants and programs with applicable regulations and guidelines; recommending project improvements, changes or the reallocations of funds; overseeing the proper allocation and performing other related activities.

Represents the department and the city with applicable federal, state, and local agencies, community organizations, neighborhood groups, and individual citizens.

Participates in/on meetings, task forces, committees, and/or other applicable groups in order to receive and/or convey information.

Directs the receipt and dissemination of information relative to department operations which includes preparing and submitting a variety of plans, reports, forms, correspondence, statistical information, proposals, and/or other related information.

Oversees and participates in investigating, responding to, and resolving a variety of complaints, requests for information, or service coordination from citizens, internal departments, and/or other interested parties.

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.

MINIMUM QUALIFICATIONS:

Master's degree from an accredited school in social/human services, public administration, or related field, and three (3) years of social work, community outreach activities or coordinating community assistance, and/or volunteer programs, or

Bachelor's degree from an accredited school in social/human services, public administration, or related field, and five (5) years of social work, community outreach activities or coordinating community assistance, and/or volunteer programs. Any combination of equivalent experience and education to perform the essential functions of the position will be considered.

LICENSING AND CERTIFICATIONS:

A Valid Driver's License

KNOWLEDGE AND SKILLS:

Managerial principles and practices; Grant management principles and practices; Financial accounting principles and practices; Budgeting principles and practices; Contract management principles and practices; Project management principles and practices; Federally funded programs; HUD programs, policies, and regulations; Public relations principles; Applicable federal, state, and local laws, ordinances, codes, rules and regulations; Government protocols.

Skills in: Monitoring and evaluating the work of subordinate staff; Prioritizing and assigning work; Preparing a variety of reports and business correspondence; Developing and implementing strategic plans; Managing programs and projects; Managing and administering budgets; Interpreting, applying and communicating applicable laws, ordinances, codes, rules and regulations; Applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; Providing public relations, which includes speaking in public; Managing entitlement funds and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work; Working independently; Organizing and prioritizing work; Excellent written and verbal communication; Use of computer and related software applications; Building relationships; Facilitating meetings; Exercising good judgment and effective decision-making; Delegating and managing a team; Managing staff and volunteers in high-stress situations; Sensitivity to changing situations; Planning, developing, supervising, and managing program and/or events; Evaluating program effectiveness; Preparing and maintaining policies and procedures; 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; Ability to work with a unique client population in challenging situations in and out of traditional office environments.

PHYSICAL DEMANDS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

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.