

CITY OF CHATTANOOGA

Classification Specification Title: Dir. of Homelessness & Supportive Housing

Department: Executive Branch

Pay Grade: GS.14

Supervision Received From: Deputy Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/11/21

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

CLASSIFICATION SUMMARY:

The City of Chattanooga's Office of Homelessness & Supportive Housing (HSH) is designed to ensure that homelessness in our community is a rare and brief experience for our most vulnerable residents. The Office also is responsible for charting out a long-term strategy that aligns local service providers with city resources to reach functional zero for chronic homelessness in Chattanooga. Finally, the Office also is charged with cultivating a local environment for the growth of supportive housing and services in our city. The Office will pursue these goals by providing services, including outreach, homelessness prevention, emergency shelter, transitional housing, supportive housing, and supportive services to help people exit homelessness.

The Director of Homelessness & Supportive Housing is responsible for leading the Office and building a strategy that aligns with the Mayor's vision and agenda. The Director reports directly to the Chief Policy Officer and will also serve as a member of the Mayor's Policy Staff.

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.)

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.

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

Serve as senior spokesperson for the City on issues of homelessness for community and media engagements.

Build and strengthen our partnerships with key stakeholders, including the Chattanooga Interagency Council on Homelessness, 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.

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:

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

PHYSICAL DEMANDS:

Positions in this class typically require reaching, 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.