

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Housing Policy

**Department: Economic Development**

**Pay Grade: GS.14**

**Supervision Received From: Chief Housing Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: 3/24/23**

**Revision Dates: 4/1/25;**

**10/23/24; 6/25/24; 10/20/23**

### CLASSIFICATION SUMMARY:

The Chief Housing Officer, the Director of Housing Policy will play an essential leadership role in implementing the Mayors One Chattanooga's vision for equitably expanding affordable housing opportunities in the city. The Director of Housing Policy will organize, plan, and direct the daily operations of the city's affordable housing activities, programs and projects and participate in program development and implementation.

### 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.)*

Participates in the development, administration, implementation, and oversight of all affordable housing programs, projects, goals, objectives, policies, and priorities.

Plans, manages, and oversees the daily functions, operations, and activities of the city's affordable housing programs and ensures compliance with budgeted funding sources.

Develops, implements, and evaluates housing and land use policy and objectives consistent with the goals and objectives of the city, and ensures the timely delivery of housing services and related programs across a broad range of housing issues including, but not limited to; rehabilitation, preservation, and new construction.

Serves as the liaison between Housing and Community Investment and the Regional Planning Authority to ensure principles of affordable housing are reflected in all land use policies and programs.

Analyzes and interprets data, and develops systems to effectively use data to guide evidence-based policies, activities, and goals.

Serves as the Executive Director of the Chattanooga Land Bank Authority.

Researches and recommends funding vehicles for the development and implementation of affordable housing policies and programs including, but not limited to, dedicated revenue options, grants, loans, and other resources to support housing goals.

Maintains effective working relationships with other city departments, developers, lenders, and community leaders in support of the department's goals.

Develops and implements programs to inform the public about affordable housing initiatives, goals, and objectives; assists developers, residents, non-profits, advisory bodies, staff, and others seeking to participate in the city's affordable housing programs, projects and/or funding vehicles for affordable housing efforts.

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:

Five (5) years related experience in management or administration of housing development, real estate development, housing finance, urban planning, or economic development programs; Bachelor's Degree required; Master's degree in urban planning, law, or finance-related field required; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of principles, practices, methods, and strategies of Land Banks including the development of budgets, policies, processes, procurement, housing development, and funding mechanisms; principles, practices, methods, and strategies in the field of real estate development, affordable housing programs, projects, and policies; affordable housing finance and administration, including development of budgets, proformas and financial and feasibility analysis experience; effective land use planning and economic, community and urban development policies and programs that support the preservation and production of affordable housing; Data analysis skills required (mapping abilities a plus).

Ability to effectively foster collaboration with businesses, developers, consultants, organizations, and individuals on a variety of projects; and effectively conduct meetings and make presentations to various groups.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or

leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**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.