

CITY OF CHATTANOOGA
Classification Specification Title: Director Housing and Community Investment

Department: Economic Development

Pay Grade: GS.14

Supervision Received From: Chief Housing Officer

FLSA Status: Exempt

**Supervisory Responsibility For: C.D. Spec, Fisc. Analyst,
Asst. Mgr C.D.**

Established: 6/29/07

**Revision Dates: 4/30/25;
4/2/25; 2/23/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, managing and supervising operations and resources of the Office of Community Development. Duties include obtaining and managing HUD entitlement grants, state housing grants and other special community development and housing related grants and programs; managing resources and representing the community development role of the City. Work is performed with general direction.

SERIES LEVEL: The Manager, Community & Economic Development is the second level of a two-level community development series.

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 lower level neighborhood services/community development staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages 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.

Manages community and economic development projects for the City and identifies and solicits funding from a variety of federal, state and local funding agencies. Identifies the feasibility and appropriateness of entitlement 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 to make funds available to the community.

Manages fiscal operations for the department regarding the management and oversight of grants and programs which includes preparing, implementing and managing 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;

training sub-recipients on funding requirements; meeting with sub-recipients to resolve cost overruns and other grant-related problems; recommending project improvements, changes or the reallocations of funds; overseeing the proper allocation or use of capital resources 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.

Manages 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, responses to and resolving a variety of complaints and/or requests for information 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.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Planning, Business Administration or a related field and a minimum of five (5) years progressively responsible experience in program development, strategic planning or economic and community development involving federal grant funding, including one (1) year of supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles and practices; grant management principles and practices; financial accounting principles and practices; contract management principles and practices; Federally funded programs; budgeting principles and practices; HUD programs, policies and regulations; public relations principles; applicable federal, state and local laws, ordinances,

codes, rules and regulations; project management principles and practices and government protocols.

Skill 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; 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.

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.