

CITY OF CHATTANOOGA

Classification Specification Title: Director of Intergovernmental & External Affairs

Department: Executive Branch

Pay Grade: GS.14

Supervision Received From: Chief of Staff

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 2/23/23

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

CLASSIFICATION SUMMARY:

The Director for Intergovernmental & External Affairs serves as the City's primary intergovernmental and external partnerships lead responsible for developing, managing, and advancing the City's intergovernmental priorities at a state, federal, and regional level. Additionally, the Director will support the Senior Advisor for Communications & Digital Strategy and the Mayor in external engagement, partnership development, and special project priorities.

SERIES LEVEL:

The Director for Intergovernmental & External Affairs is a stand-alone position.

*****This is an Appointed 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.)

Direct the development and approval of the city's ongoing intergovernmental agenda and policies in collaboration with the Chief of Staff and the Mayor.

Implement the intergovernmental agenda and policies with city policy staff and contracted firms, including working with legislators and staff, coordinating testimony of city officials, proposing and negotiating proposed legislation or state agency rules or programs with elected officials and interested parties, and advising elected officials and staff on policy matters.

Manage external engagement priorities across the City, including directly managing subnational and international engagement staff, driving external and press engagement strategies alongside the Senior Advisor for Communications & Digital Strategy, and supporting community engagement staff.

Advise the Mayor and senior leadership on key intergovernmental relations trends and priorities.

Serve as liaison to the Mayor, legislators, the Governor's Office, state departmental leadership, and partners including our regional municipal elected officials and federal intergovernmental affairs counterparts.

Support the Chief of Staff on research of public policy issues and recommend and advise policy positions to be adopted as part of the City of Chattanooga's intergovernmental agenda.

Analyzes bills before the State legislature and determines the effect they may have on the city.

Support economic development priorities.

Identify funding opportunities at the state and federal level with intergovernmental partners and departments, including pursuing and leading efforts to win competitive grants, and ensure compliance with state and city ethics laws related to lobbyists.

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 political science, public affairs, communications, journalism, or another related field; or any combination of equivalent experience and education. At least five (5) years of engaging with local, state, or federal government policymakers. Economic development background preferred. Demonstrated ability to forge productive working relationships.

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.