

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director Land Development**

**Department: Public Works**

**Pay Grade: GS.15**

**Supervision Received From: City Engineer**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Asst Dir Development Svcs,**

**Established: 6/29/07**

**Office Supervisor, Mgr Site Development**

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

**4/5/24; 10/20/23; 7/1/13**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for directing staff and activities related to construction inspection, stormwater management, plans review and permitting to protect the public interest and enforce zoning and sign ordinances.

Duties include managing the staff and resources of four divisions; preparing and managing multiple operational budgets; reviewing potential changes of the International Building Code and determining impact on local construction; reviewing current construction and inspection regulations, policies and procedures to address needs, communicating with other City departments/divisions to ensure coordination of activities involving the Land Development Office and preparing various reports for use by the Administrator and Deputy Administrator, Mayor and other city officials. Work is performed with general direction, working from broad goals and policies.

### **SERIES LEVEL:**

The Director Land Development 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.)*

Supervises division staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Provides oversight and directs the implementation of internal operations for multiple sections within the division which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings; ensuring compliance with Federal, State and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Directs and reviews the analysis of a variety of data and information; formulates recommendations based on findings; manages priorities, work processes and procedures; ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Manages and oversees automation and software implementations and improvements.

Reviews and analyzes code, regulatory, policy and procedure changes; evaluates impacts of changes on local construction and home building industry.

Prepares Council action requests for changes in the City Code related to zoning, signs, subdivisions, development, inspections and/or other construction related activities.

Represents the division, department and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information.

Directs, reviews and participates in the development of a variety of reports, work papers, revenue projections, fee structures, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors and/or other interested parties.

Develops and administers division budgets; approves expenditures; reviews financial statements; manages financial operations.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Engineering, Architecture, Construction Management or related field and five years building or construction inspection experience; supplemented by three (3) years progressively responsible supervisory experience, or any combination of equivalent experience and education. Experience in graphic design preferred.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of management principles; advanced principles and practices in assigned area of responsibility; program development and administration principles and practices; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; policy and procedure development practices; financial accounting principles; budgeting principles; construction techniques and civil engineering principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and administering budgets; using computers and related software applications interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; making program decisions based on financial considerations; mediating conflict; conducting negotiations; evaluating and analyzing regulatory changes and making recommendations based on findings; researching and resolving problems; preparing a variety of reports and 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.

**PHYSICAL DEMANDS:**

Positions in this class typically require 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.