

CITY OF CHATTANOOGA

Classification Title: Director, Office of Workforce Development

Department: Economic and Community Development

Pay Grade: GS.14

**Supervision Received From: Deputy Administrator
Economic Development**

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 9/26/17

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

CLASSIFICATION SUMMARY:

Incumbents in this classification will build a robust, collaborative and resilient workforce system accountable for breaking down the barriers of economic mobility by increasing the employment and wages of low-income citizens.

This role will serve as a workforce intermediary serving both potential employees as well as employers. The Director will execute a strategy that grows workforce productivity for employers and grows incomes of underemployed adults. Primarily, the Director will convene stakeholders for action, produce a data-driven picture of workforce development to promote transparency and accountability, and serve as a project manager to execute programmatic collaborations for partners.

Supported by the Mayor's Workforce Development Working Group and complimented by the City's Economic Development and Career Development teams, the Director will bring an entrepreneurial approach to systems building and a public servant's heart to ensure all citizens can benefit from our growing economy. Works under the general direction of the Deputy Administrator for Economic Development, with a direct connection to the Mayor's Office.

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.)

Convene primary stakeholders to build a coordinated strategy to help adult residents access and succeed in education and training programs leading to specific occupations in key industries and productivity growth in those industries. Develop and execute the strategy, by managing action plans with key deliverables, timelines and responsible leads.

Produce data-driven picture of the current state of workforce development and future needs to enhance transparency and accountability for current spending and actions. This includes gathering data and information needed for stakeholders to align programs with current employer needs.

Coach and manage projects with diverse partners to execute programmatic collaborations. For example, multiple partners have together launched a Chattanooga Manufacturing Excellence Program in community centers. The Director would ensure successful programs such as this to continue to improve and happen, while nurturing new programs through launch.

Secure funding from state, federal, private and philanthropic sources in order to increase the amount and impact of leveraged funding aligned to the workforce strategy. This includes pursuing grants, participating in the City's Budgeting for Outcomes process, and organizing stakeholders to identify funding needs and collaborate on joint fundraising initiatives.

Create a solid programmatic infrastructure and facilitative foundation to support a coordinated, aligned network of stakeholders. This includes not only employers and workforce providers, but also faith groups, employee groups, and neighborhood stakeholders.

Facilitate the Workforce Development Working Group (bi-weekly meetings with follow up action between meetings) which creates fast, tangible wins for residents and employers.

Convened by Mayor Andy Berke, the Workforce Development Working Group brings together action oriented representatives of employers, training providers, workforce funders, and employees to facilitate collaboration towards a common goal: to grow employment and wealth for unemployed and underemployed adults in our community while ensuring businesses have the best teams from our neighborhoods.

Communicate successes, actions, and results in coordination with partners and the Mayor's Office communications team. Keep the Mayor up to date on workforce developments and find ways to engage the Mayor in supporting a healthy workforce ecosystem.

Employ human centered design and data analysis techniques to develop deep understandings of root causes and produce innovative solutions. Conduct research into global practices.

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.

MINIMUM QUALIFICATIONS:

Ten (10) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Bachelor's degree. Examples of relevant experience include experience with executing workforce development strategies, providing workforce training, engaging in

collective impact work, or facilitation. Workforce development experience in both public and private sectors is preferred.

LICENSING AND CERTIFICATIONS:

A valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of workforce development, workforce intermediary, and collective impact

Skills in facilitating diverse stakeholders, relationship building, data analysis, project management, human-centered design, systems building, capacity growth, community engagement, communications, political savvy, presenting to both neighborhood groups and elected political leaders.

The ideal candidate will have a demonstrated ability to think strategically, execute with discipline, build relationships between partners, manage multiple projects of varying scope at once, and act as a creative entrepreneur.

PHYSICAL DEMANDS:

Positions in this class typically require: talking, hearing, feeling, and seeing.

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.

Incumbents may be subjected to travel.

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.