

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director of Open Data and Performance Management**

**Department: IDP**

**Pay Grade: GS.14**

**Supervision Received From: Administrator**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Senior Data Analysts**

**Established: 2/9/2015**

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

### **CLASSIFICATION SUMMARY:**

Incumbent in this classification is responsible for supporting the improvement of City operations through performance measurement, open data and strategic planning. Works with other departments to implement citizen-focused and data-driven solutions that improve the efficiency and effectiveness of the City's service delivery practices and management structures. Works under general supervision.

### **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.)*

Work with Mayor's office staff, departmental staff and IT staff to provide written guidelines describing how to prepare an inventory of data sets owned or managed by the City which is subject to the Open Data Policy.

Publish the initial City department data inventories on the City's open data platform. Coordinate monthly performance management meeting with department administrators and the Mayor.

Prepare and publish a technical guidelines manual for the publishing of public data sets through the open data portal.

Work with the public to identify high value data sets and make them available to the greatest number of users and for the greatest number of applications.

Collaborate with departments to develop departmental performance dashboards; responsible for managing and maintaining public online performance dashboards (powered by Socrata).

Analyze key performance indicators to develop trends and track progress towards goals.

Conduct performance evaluations of projects and departments; provide performance management data to staff.

Ensure compliance with applicable laws, rules, other authoritative and relevant standards; efficient allocation of resources and use of resources; the performance of management; the cost effectiveness of the methods of service delivery and goal attainment; the administration and organizational design of programs; the results of program and activities and their impact and the achievement of program and/or organizational goals and objectives.

Oversee project management, which includes monitoring project progress and making adjustments.

Assist with key initiatives, including strategic planning and performance measures and management.

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 Business/Public Administration, Technology or a closely related field and three (3) to four (4) years progressively responsible operational, management and IT experience. Master's degree preferred.

**LICENSING AND CERTIFICATIONS:**

Valid driver's license

**KNOWLEDGE AND SKILLS:**

Knowledge of managerial and leadership principles and practices; municipal government or business structures and operations; budgeting principles and practices; long-range planning; structured project methodologies and project planning tools; project management principles; advanced financial analysis principles and methods; research methods and techniques; applicable Federal, State and Local laws, standards and procedures.

Skill in developing and managing budgets; analyzing complex business and technical problems and making appropriate recommendations based on findings; managing complex and high profile projects; developing strategic plans and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction; using computers and related software applications; making program decisions based on financial considerations; understanding multiple objectives and assessing optimal courses of action; performing mathematical calculations; preparing and analyzing complex financial reports; reading, comprehending and reviewing financial information; managing projects; managing and adapting to a rapidly changing environment; projecting consequences of proposed actions and making recommendations in support of organizational goals; handling multiple tasks simultaneously; interpreting and applying applicable laws, standards and procedures.

**PHYSICAL DEMANDS:**

Positions in this class typically require standing, walking, feeling, 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.