

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Director Policy Planning & Implementation**  
**Job Summary**

**Department: Executive Branch**

**Pay Grade: GS.14**

**Supervision Received From: Deputy Chief of Staff**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 4/26/21**

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

**10/20/23; 12/1/2022**

**CLASSIFICATION SUMMARY:**

The Director of Policy Planning & Implementation serves as a senior member of the Policy Team in the Mayor's Office, responsible for planning and coordinating a wide variety of policy and programmatic initiatives that are key to the Mayor's One Chattanooga Strategic Framework. The role reports directly to the Chief Policy Officer. The role also is responsible for coordinating and advising the Mayor's Office on emergency management protocols and procedures, major city events, and various matters related to external engagement.

**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.)*

Lead project management, planning, and coordinating for all major policy initiatives for the City, including creating timelines, defining clear deliverables, and communicating policy goals and objectives across the organization.

Advise the Chief Policy Officer, the Mayor, and other senior staff on a wide range of policy matters and initiatives, aligning intended goals and objectives with practical implementation action items.

Design clear project plans for a variety of initiatives with clear roles and responsibilities, lanes of accountability, and timelines for departmental and Mayor's Office staff.

Serve as policy staff representation on various community-led committees, forums, and events.

Plan and design the Mayor's Office emergency management, response, and communications protocols, including serving as the primary liaison in the event of a major disaster or emergency between first responder agencies and Mayor's Office senior leadership.

In coordination with the Chief Policy Officer, oversees junior policy staff and manages the Policy Team's schedule of deliverables, project timelines, and budget.

Coordinates with the Director of Grants & Opportunities to identify and develop resources for policy initiatives across the City.

Participates in researching, analyzing data, and writing studies and plans related to the projects of the Policy Team.

Supports Communications Team when necessary to plan and conduct workshops, public meetings, and other public engagement activities to support the policy development process.

Identify and align departmental champions and leaders to drive policy change in the City.

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 or equivalent experience. Advanced degree or equivalent experience preferred but not required. At least three (3) years supporting and driving change in a local government, non-profit, or mission-driven organization. Demonstrated experience managing complex projects alongside diverse stakeholders and teams.

**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.