

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Scenic Cities

**Department: Public Works**

**Pay Grade: GS.08**

**Supervision Received From: Director Citywide Services**

**FLSA Status: Non-exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

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

**10/20/23; 3/29/12**

### CLASSIFICATION SUMMARY:

The Scenic Cities Beautiful [SCB] Director is responsible for the organization's consistent achievement of its mission and financial objectives. In all matters relative to SCB, the Director will exhibit the highest standards of professionalism, transparency, and accountability. The incumbent must possess passion, idealism, integrity, a positive attitude, self-motivation, and a commitment to SCB's mission to promote a cleaner, greener, more beautiful community.

### 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.)*

Manage the daily operations of SCB, ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, grant writing, communications, and systems.

Develop relationships with individuals, groups and businesses within the community; actively engage and energize SCB's volunteers, Board members, event committees, partnering organizations, and funders.

Ensure effective systems to track administrative processes, and regularly evaluate program components so as to measure successes that can be effectively communicated to the staff, funders, and other constituents.

Apply for private and government grants; ensure ethical fulfillment of grant proposals, and complete all grant reporting.

Work with the staff to prepare an annual budget and ensure that the organization operates within that budget.

Report to and work closely with the Board and seek their involvement in making strategic decisions, fundraising, and increasing the overall visibility of SCB in the community; host Board

meetings and attend all committee meetings; assist the Board in recruiting, maintaining, and supporting a strong Board of Directors; seek and build Board involvement.

Manage public communication, and report frequently and openly to the Board

Maintain existing partnerships and build new partnerships with the objective of developing donors, sponsors, volunteers, community supporters and Board members; establish and maintain working relationships and cooperative arrangements with community groups, neighborhood associations, governmental departments, and other organizations; be a presence in the community who effectively communicates SCB's mission and its programs' results.

Remain in Good Standing with Keep America Beautiful (KAB) by reporting results to KAB and hosting KAB events.

Perform general accounting duties using Spend Platform, as well as general bookkeeping duties including tracking income/expenses, producing financial reports and paying all bills. Responsible for delivering all annual filing; maintain all records in accordance to best management practices; ensure compliance with federal, state, and local regulations; maintain presentable office and storage facilities.

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:

High School Diploma (or GED) and three (3) years of progressively responsible experience working at or managing a nonprofit or similar organization, or any combination of equivalent experience and education. Some college or postsecondary education is preferred. Must be able to work a flexible schedule, including some evenings and weekends.

#### LICENSE AND CERTIFICATIONS:

None

#### KNOWLEDGE AND SKILLS:

Knowledge of management best practices.

Strong written and oral communication skills; open and transparent leadership skills; solid budget management skills, including budget preparation, analysis, decision-making, and reporting.

Very strong organizational abilities including planning, delegating, program development and task facilitation; ability to manage multiple tasks and events at once; ability to recruit and maintain volunteers and supporter groups; ability to collaborate with and motivate Board

members. strong public speaking ability; proven ability to write winning grant proposals and complete grant reporting; proven ability to give presentations and speeches.

**PHYSICAL DEMANDS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and 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.