

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director of Special Events and Parks Programming**

**Department: Parks & Outdoors**

**Pay Grade: GS.14**

**Supervision Received From: Deputy Administrator PO**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Crew Worker, Crew**

**Established: 6/29/07**

**Worker 2, Amin. Support Specialist, Open Spaces**

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

**Activation Specialist, Manager Special Events**

**10/20/23; 12/8/22**

### **CLASSIFICATION SUMMARY:**

The City of Chattanooga seeks a dynamic and visionary individual to lead the Special Events and Parks Programming Division of the newly created Department of Parks and Outdoors. The Director will be responsible for identifying and overseeing the presentation of events that showcase the energy, vitality, natural beauty and joie de vivre of Chattanooga.

The Director will develop long-term strategies for special events taking place in some of the City's most enchanting venues, and will communicate these entertainment opportunities using state-of-the art technologies and marketing techniques. The Director will also understand and be committed to advancing the Mayor's vision for Chattanooga.

### **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.)*

Creates a strategic plan that outlines a vision for special events, prioritizing diversity, inclusion, and access, and building on the connection to the City's unique brand.

Meets with the Chamber of Commerce, community and business organizations, as well as entertainment providers to identify special events and parks programming ideas and opportunities.

Oversees the production of events, to include venue selection and site visits, collateral materials, data management, volunteer coordination, and event-day logistics.

Leads all special events and park programming related meetings, ensuring efficient communication with event and City staff regarding goals and responsibilities.

Conducts post-event debriefings to identify successes and challenges, and incorporates that information into the planning and execution of subsequent events.

Leads and directs Division operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Develops and oversees the organizational structure, the budget, and staffing of the Division, in coordination with the Administrator of Parks and Outdoors and the Chief of Staff.

Advises the Administrator of Parks and Outdoors, Chief of Staff, the Mayor, and City Council on special events, parks programming, and related issues.

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 and five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in events planning, urban recreation programming, communications, marketing, or a related field, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE & SKILLS:

Considerable knowledge of the principles and practices of event planning for public and private spaces; considerable knowledge of community recreation and leisure needs and resources.

Highly organized, with the drive and collaborative spirit to enhance the City's special events program.

Demonstrated skills in the use of MS office software, including excel and presentation programs.

Demonstrated ability to oversee and coordinate services relating to events and parks programming;

Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality.

Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team.

Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, businesses, and other key stakeholders to achieve goals and objectives.

Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

#### 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.