

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director of Special Projects**

**Department: N/A**

**Pay Grade: GS.14**

**Supervision Received From: N/A**

**FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: N/A**

**Revision Date: 4/1/25**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification will be responsible for planning, directing, organizing, coordinating and communicating City project management services for key stakeholders. This position reports to the Mayor's Office but plays a support role in various departments.

### **SERIES LEVEL:**

This is a stand-alone, appointed 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.)*

Consults with City departments and assists with development and implementation of projects and initiatives.

Manages assigned projects, to include monitoring project and budgetary performance and compliance with applicable guidelines, regulations and laws.

Develops, plans and monitors project budgets, and is responsible for ensuring projects are within budget estimates using current business and project management metrics.

Directs and reviews the analysis of a variety of data and information and formulates recommendations based on findings.

Manages priorities, work processes and procedures, and ensures adherence and compatibility with organizational goals, objectives and strategic initiatives.

Ensures quality, timeliness of work performed and final products by identifying the critical path and risks, then making adjustments as needed to mitigate risk and meet deadlines.

Consults with project owners to develop community engagement plans that include communication of on-line goals, as well as the strategy to reach those goals.

Manages project communications, to include measuring and reporting schedule performance to project stakeholders.

Serves as liaison to citizen- and stakeholder-led groups such as task forces, and coalitions, created to increase citizen involvement with City issues.

Supports City departments and Mayor's staff on special projects to maximize participation.

Participates in/on a variety of meetings and/or other related groups in order to receive and convey information.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Public Administration or Communications and six (6) years experience that includes demonstrated success in the management of short- and long-term projects; successful interaction with diverse stakeholder groups; and significant public or government relations work.

**LICENSING AND CERTIFICATIONS:**

A valid driver's License

**KNOWLEDGE AND SKILLS:**

Knowledge of public involvement techniques and strategies; communication principles; community relations principles; implementing strategies; project management principles; problem solving methods; workflow and process analysis methods; 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; and applicable federal, state and local laws, ordinances, codes, rules and regulations.

Skill in strategic planning and implementing; managing projects; using a computer and related software applications; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously, organizing and prioritizing work; influencing others; collaborating with non-profit and community-based organizations; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; establishing and maintaining effective working relationships with other employees and those contacted in the course of work; 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.

**PHYSICAL DEMANDS:**

Positions in this class typically require standing, walking, fingering, grasping, 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.