

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Sustainability

**Department: City Planning**

**Pay Grade: GS.14**

**Supervision Received From: Deputy Administrator CP**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 4/2/14**

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

### CLASSIFICATION SUMMARY:

The Director of Sustainability is responsible for leading the development and execution of all sustainability initiatives for Chattanooga City Government. This position will focus attention and efforts towards greenhouse-gas emissions reduction, transportation planning, green building principles, procurement, waste management, energy and water conservation, and other cross-disciplinary initiatives from an intra and inter government perspective and advise on citywide policy conception and implementation. Works under general supervision.

### 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.)*

Develop a consistent plan to reach sustainability goals set forth by the Mayor of Chattanooga. The Director of Sustainability will work closely with individuals throughout all departments of City Government to identify new opportunities and ensure implementation of sustainability measures.

Establish partnership opportunities with public, private and nonprofit organizations outside of Chattanooga City Government in an effort to promote sustainability goals and leverage resources.

Provide leadership and coordination of environmental management programs and strategies.

Develops and implements recommendations to improve the effectiveness of sustainable and environmental programs.

Leads the implementation, compliance and enforcement of environmental policies and practices.

Identifies potential funding sources and financial incentives for implementing projects.

Pursues grant applications and partnership proposals, seeks sponsorships and manages grants.

Provides information and assistance to the public and City staff on programs related to sustainability and environmental programs. Conducts quantitative and qualitative analyses.

Prepares reports and recommendations to management.

Develops and administers the division's operating budget.

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 at least five (5) years of professional experience in environmental management, environmental policies or a closely related field, or any combination of equivalent experience and education.

#### LICENSING AND CERTIFICATIONS (if any):

Valid driver's license

#### KNOWLEDGE AND SKILLS:

Knowledge of sustainability and environmental programs; emerging technologies related to sustainability; budgetary, standard fiscal administration, contract management methods and practices; project management; grant management; applicable federal, state and local laws, standards, ordinances, codes, rules, regulations, policies and procedures; policy analysis principles; research, data and report presentation techniques; and strategic planning principles and practices.

Skill in program management; research and analysis; strong computer skills and software applications; public speaking; excellent written and verbal communication; developing and administering budgets; reviewing, planning and designing projects; coordinating inter-agency activities and projects; identifying alternative solutions; handling multiple task simultaneously; speaking in public; preparing a variety of reports and correspondence; and developing and analyzing community outreach and education programs.

#### 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:

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.