

# CITY OF CHATTANOOGA

## Classification Specification Title: Director Workforce Development Strategy

**Department: Economic Development**

**Pay Grade: GS.14**

**Supervision Received From: Admin Economic Development**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 8/12/22**

**Revision Dates: 5/1/25;  
4/1/25; 1/28/25; 10/20/23**

### CLASSIFICATION SUMMARY:

The Director Workforce Development Strategy will be responsible for providing direct management and implementation of and strategic direction for the City of Chattanooga's workforce development efforts. The Director Workforce Development Strategy will design and implement a workforce development strategy that will increase economic mobility; improve and advance educational and employment outcomes for under-employed, unemployed, and under-educated adults; develop programs; lead and manage workforce development staff; and coordinate all City of Chattanooga-led workforce development initiatives. The Director Workforce Development Strategy will work closely with community partners, including, but not limited to Hamilton County Government, Southeast Tennessee Development District, the Chattanooga Chamber of Commerce, Chattanooga State Community College, University of Tennessee at Chattanooga, Urban League of Greater Chattanooga, as well as employers and industry trade groups, labor unions, post-secondary institutions, other City staff and agencies in promoting the workforce development interests within the City. The Director Workforce Development Strategy will understand and be committed to advancing the Mayor's vision for workforce development in Chattanooga, and will understand the development of a comprehensive workforce strategy will be essential to ensuring Chattanooga's local economy is one of the strongest and most inclusive in the country, while providing opportunities for all residents to grow in prosperity. The position is responsible for all workforce development activities. It will report to the Senior Advisor for Economic and Workforce Development.

### 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.)*

Provides strategic guidance, direction, and implementation of all workforce development programs, including any programs or initiatives supported by grant funding.

Works with the Administrator and Senior Advisor for Economic and Workforce Development to develop short, medium, and long-term workforce development goals.

Ensures implementation of workforce directives issued by the Mayor and the Administrator of Economic Development and Senior Advisor for Economic and Workforce Development .

Develops and implements new program initiatives.

Seeks and applies for funding opportunities to support workforce development initiatives.

Works with employers to develop effective workforce development solutions.

Provides information and/or makes presentations to boards, commissions, civic groups, businesses, individuals, and the general public on workforce development issues, programs, services, and plans.

Identifies budgetary needs and works with the Administrator and/or Senior Advisor for Economic and Workforce Development to formulate budgetary requests.

Participates in community meetings and community engagement opportunities to keep constituents informed of workforce development projects and their community benefits; and provides and maintains transparency with the general public regarding workforce development projects.

Consults with the City Attorney on legal issues related to the operations of the department.

Collaborates and confers with internal staff, external agencies, community organizations, residents, and/or other interested parties in executing the Mayor's goals, objectives, and strategies.

Prepares grant proposals and applications, contracts, and other necessary documents as may be required for necessary community services.

Provides staffing support for City of Chattanooga boards, including, but not limited to the Health, Education, & Housing Facility Board (HEB); Industrial Development Board (IDB); and any other boards and commissions involved in workforce & economic development.

Develops and oversees the organizational structure, the budget, and staffing of the Office of Workforce Development, in coordination with the Administrator of the Department of Economic Development and/or Senior Advisor for Economic and Workforce Development.

Advises the Administrator of the Department of Economic Development and/or Senior Advisor for Economic and Workforce Development, the Mayor and City Council on all matters of workforce development and the delivery of related services.

Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

Serves as a member of various committees as assigned.

This position will not serve as a case manager placing individuals into job openings.

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 10+ years of experience in roles of growing scope, responsibility, and demonstrable results in workforce development, adult education, or a related field, including 5 years at the management level; or any combination of equivalent experience and education;

Advanced degree in public administration, business administration, or a related field may be substituted on a year-for-year basis up to two years of the required 10 years of experience as described above.

#### LICENSING AND CERTIFICATIONS:

A valid Driver's License

#### KNOWLEDGE AND SKILLS:

Knowledge developing and communicating a shared vision for community workforce challenges, needs, and opportunities; workforce development policy analysis techniques; grant management principles and practices; strategic planning principles; Federally and State funded programs; budgeting principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; project management principles and practices; contract management principles; and government protocols; 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, small businesses, and other key stakeholders to achieve goals and objectives;

Ability to shape, guide, and implement successful and effective strategies to grow prosperity of and uplift underserved communities, especially culturally diverse communities; execute projects while balancing multiple competing priorities on tight deadlines, all while providing continual attention to detail and quality; effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team;

Skill interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; and managing entitlement funds; commitment to providing services that will improve and enhance the quality of life for all residents; being a 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.