

CITY OF CHATTANOOGA

Classification Specification Title: Executive Coordinator

Department: Executive Branch

Pay Grade: NP.AP

**Supervision Received From: DCOS & Sr. Advisor
for Public Affairs**

FLSA Status: Exempt

Established: 8/09/23

**Supervisory Responsibility For: Receptionist
& Admin Sup. Asst. 1**

Revised Dates: 4/2/25;

9/24/24; 10/20/23

CLASSIFICATION SUMMARY:

The Executive Coordinator at the City of Chattanooga uses strong leadership and professional-level problem-solving skills to support the integration of the mayor's vision, goals and strategy into the daily operations of the administration by collaborating with the leadership team, conveying issues arising in strategic external and internal meetings to the appropriate senior leader or department head for resolution, and supporting mayor's schedule and office as needed.

The Executive Coordinator must exercise a high degree of confidentiality, judgment and discretion, along with political acumen, empathy, inclusion and understanding of the needs of the community, to support the mayor and leadership team in developing and implementing policies, services and programs within guidelines developed by the mayor and city council.

This is an Appointed Position

SERIES LEVEL:

The Executive Coordinator 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.)

Collaborates and confers with the mayor, leadership team, internal staff, external agencies, community organizations, citizens and/or other interested parties in executing the administration's goals, objectives and strategies.

Attends meetings and events with the mayor, and when requested, on behalf of the mayor and/or other members of the leadership team.

Coordinates with senior staff on mayor's priorities and keeps inter-departmental projects moving by facilitating communication and cooperation among various stakeholders

Researches and responds to constituent requests for information and complaint resolution with referral to appropriate resources or departments when appropriate

Monitors mayor's email for urgent, important or overlooked messages, and responds as appropriate

Works with the Communications Director and other City departments to facilitate outreach by the mayor to neighborhoods, groups, and organizations.

Communicates with appropriate leadership team members on sensitive and/or confidential issues received by the mayor's office.

Attends and conducts a variety of meetings as assigned; serves on assigned committees; prepares and delivers presentations and recommendations to groups or boards as assigned by the mayor.

Supervises mayor's subordinate mayoral staff to include prioritizing and assigning work; coaching and mentoring to improve teamwork and performance; ensuring staff are trained and follow policies and procedures; maintaining a healthy and safe working environment.

Processes, reviews, and manages administrative duties within the Mayor's Office, including, but not limited to, reviewing and processing signature requests; mail addressed to the Mayor; letter/cards/correspondence from/to the Mayor; completing expense reports and purchase card reporting for the Mayor.

Supports other administrative staff within the Mayor's Office to ensure seamless coordination among Mayor's Office administrative staff.

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 seven (7)+ years of experience in administrative roles of growing scope, responsibility, and demonstrable results in business, nonprofit, or public administration sectors, or a related field, including three (3) years at management level or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Demonstrated ability to execute projects and assignments with a sense of urgency, while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality. Must have proven experience in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing a variety of reports and correspondence; managing projects; applying independent judgment, personal discretion and

resourcefulness in interpreting and applying guidelines; and establishing and maintaining effective working relationships with other employees and those contacted in the course of the work. Demonstrated ability to manage up, especially at the executive level. 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, and other key stakeholders to achieve goals and objectives. Demonstrated ability to anticipate needs and proactively solve problems. 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: Y

Department of Transportation - CDL: N

Child Sensitive: Y

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.