

CITY OF CHATTANOOGA

Classification Specification Title: Executive Director Community Safety and Gun Violence Prevention

Department: Community Development

Pay Grade: GS.15

Supervision Received From: Director Community Health

FLSA Status: Exempt

Supervisory Responsibility For: Comm. Outreach Coord.,

Established: 7/01/22

Public Safety Coord., Intervention Spec., Manager CSGVP

Revision Dates: 1/27/26;

4/02/25; 10/23/24; 10/20/23

CLASSIFICATION SUMMARY:

The Executive Director for Community Safety and Gun Violence Prevention (CSGVP) is a highly visible management position that assists with the development and execution of operational policies related to community safety and violence prevention, reporting to the Director of the Office of Community Health. The Executive Director CSGVP will serve as the City's staff resource for violence reduction/prevention and community-based intervention. In partnership with other internal and external partners, the CSGVP will coordinate a comprehensive effort to address gun violence in Chattanooga utilizing strategies based on the latest research and best practices with an intentional focus on reduction, prevention, and intervention services to the populations most impacted by violence.

The Executive Director CSGVP will support development of plans for community-based programs aimed at the prevention of disease and the promotion of health in the City of Chattanooga. Responsibility for recommending community health initiatives, policy implications and best practices after reviewing health literature and statistics. The Executive Director Community Safety and Gun Violence Prevention holds significant responsibility in directing health-focused operations for dealing with key issues. The Executive Director CSGVP organizes, plans, directs, and manages programs to improve a population's overall well-being.

SERIES LEVEL:

The Executive Director Community Safety and Gun Violence Prevention 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.)

Provide direct oversight of the Office of Community Safety & Gun Violence Prevention, overseeing the execution of day-to-day operations.

Design, coordinate, implement, and lead city-wide violence reduction, prevention, and intervention initiatives.

Prepare and present policy and implementation recommendations for review by the Director Community Health and other senior City leadership as they may relate to gun violence, youth violence, community-based initiatives, and other data-driven strategies that could be used to address community, operational, and administrative challenges in addition to evaluating and assisting in the evaluation of new proposed legislation, rules, or regulations.

Cultivate and maintain excellent relationships with staff, stakeholder groups, other government agencies, community partners, advocates, community members, and justice-involved groups.

Draw parallels between public health and gun violence reduction and coordinate with the Mayor's Office, the Director Community Health, and the Chattanooga Police Department to lead community education, convenings, trainings, outreach, and general engagement with the community.

Confers with department heads, employees, and key stakeholders regarding existing and proposed policies and procedures; assists in development and implementation of policies, procedures, goals, and objectives.

Facilitate the grant the entirety of the grant application process from identifying to implementing; this includes ensuring grant opportunities align with outlined goals and objectives of the administration.

Manage grant awards from initial application to completion; works with key stakeholders to develop grant strategy, identify grant opportunities, implement specific grant awards, tracks milestones and grant funds, reports on program/project progress, and streamline future proposals.

Lead the Chattanooga United to Reduce Violence (CURV) initiative, serving as the primary strategist for the city's comprehensive, multi-sector framework to decrease violent crime through community and evidence-based prevention and intervention.

Directly manage the city's response to shooting trends, coordinating with the Chattanooga Police Department and community partners to ensure every incident receives a community-based intervention follow-up to interrupt cycles of violence.

Manage data collection and program evaluation appropriately to ensure effectiveness of approaches.

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.

Perform other related duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Master's degree preferred; bachelor's degree required (social work, public health, criminal justice, urban planning, or other related fields); or any combination of equivalent experience and education. Minimum of five (5) years of professional level nonprofit, public health, public safety, or public policy experience, including at least three (3) years of experience in providing senior-level management in applied gun violence prevention strategies.

Supervisory experience is required.

Experience in youth/human development or social services fields is required.

KNOWLEDGE AND SKILLS:

Problem-solving skills for creating innovative solutions to Chattanooga's toughest problems related to violence concerns. Organizational skills for key aspects of community violence prevention initiatives, including budgeting and scheduling. Strong communication skills, along with the interpersonal and leadership abilities needed to supervise various professionals. Analytical skills to understand current laws and regulations and find ways to make stronger more effective policies. Skill in interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; and managing entitlement funds. Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, problem solve, prioritize duties, balance competing priorities, work independently and with teams in a fast-paced environment, pay close attention to detail, meet deadlines, and work well under pressure. Strong decision making and critical skills.

Proven ability to deliver results in high-pressure situations; to effectively manage crisis situations; to partner and work collaboratively with senior leaders in government, the private sector, community-based agencies, social service professionals, community members, grassroots organizations, law enforcement, social service providers, and other internal and external stakeholders. Demonstrated ability to shape, guide, and implement successful and effective strategies to grow prosperity of and uplift underserved communities, especially culturally diverse communities. Ability to thoughtfully communicate with and respectfully engage diverse stakeholders around a shared vision for achieving results.

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.

Extensive knowledge of policy analysis techniques; grant management principles and practices; urban strategic planning principles; Federally 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. Highly effective communicator in both written and verbal formats, demonstrating cultural competence, active listening, and responsiveness to the community, residents, and staff. Knowledge of supervisory principles and practices for staff assigned to Community Safety and Gun Violence Prevention. Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work.

PHYSICAL DEMANDS:

Position typically requires talking, standing and some repetitive motion.

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. May need to move around multiple locations throughout the City and County for work-related collaboration.

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.