

CITY OF CHATTANOOGA

Classification Specification Title: FJC Executive Director

Department: Executive Branch

Pay Grade: GS.15

Supervision Received From: Director Community Health

FLSA Status: Exempt

Supervisory Responsibility For: Admin Support Specialist,

Established: 4/25/14

Assistant Director Outreach, Training, and Volunteer,

Revision Dates: 4/2/25;

Asst Director Clinical Coord Svcs

10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for the coordination and management of the City's Family Justice Center. Duties include establishing and maintaining collaborative relationships with community assistance groups and resources for victims of domestic violence, sexual assault, child abuse, elder abuse and exploitation. In addition, will supervise and direct staff in support of these efforts. Work is performed with limited supervision and with the use of independent judgment and discretion.

SERIES LEVEL:

The FJC Executive Director 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.)

Implementing programs using a social justice lens which have been designed, approved and revised by the Board of Directors and partner agencies and participating in on-going strategic planning for the FJC.

Strategically managing operations of the FJC, including implementation of and adherence to policies and procedures adopted by the Board of Directors as proposed by partner agencies.

Coordinating and collaboratively managing services provided by FJC partner agencies to ensure effective, compassionate service to FJC clients and continually seeking best practices for client services, and to resolve conflicts as they may arise among participating partners.

Using extensive experience to maintain and report on fiscal matters, search and apply for as well as participate in collaborative grant and philanthropic opportunities, as well as demonstrating ability to analyze and forecast budgets.

Serving as primary liaison for all participating partners and FJC stakeholders, insight and understanding of stakeholders responsibilities.

Transformational leadership regarding recruitment, training and supervision of volunteers and personnel for the FJC, ensuring their quality and competence, as well as uniting all FJC staff to carry out the mission of the FJC.

Developing relationships among participating partners and other potential partners in the community.

Promoting the FJC in the community, county and state to make potential clients aware of the FJC, as well as promoting the cause of abuse victims and families to ensure the long-term success, viability and growth of the FJC.

Demonstrating strong practice management skills, including the ability to review and evaluate services, operations and client experiences to ensure the best possible outcomes for clients.

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:

Master's Degree in Social Services Criminal Justice, Counseling and at least five (5) years of supervisory experience in the field of mental health, domestic violence, women's, children's and/or elder services, or any combination of equivalent experience and education. Experience applying for and managing large grants, and strong understanding of case management and operational leadership are essential. Must have documented proficiency and experience building, leading and supervising teams of employees with diverse roles and backgrounds.

LICENSING AND CERTIFICATIONS:

LCSW, LMSW or LMSW-A licensure preferred

SUPPLEMENTAL INFORMATION:

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.