

CITY OF CHATTANOOGA
**Classification Specification Title: Manager Community Safety & Gun
Violence Prevention**

Department: Executive Branch

Pay Grade: GS.12

Supervision Received From: Exec. Dir. Comm. Safety & Gun

FLSA Status: Exempt

Violence Prevention

Established: 1/11/23

Supervisory Responsibility For: None

Reviewed Dates: 4/16/25;

3/24/25; 10/20/23

CLASSIFICATION SUMMARY:

The Community Safety and Gun Violence Prevention Educational Lead/Manager for the Office of Community Safety and Gun Violence Prevention (CS & GVP) will provide strategic and tactical leadership to promote outreach, development, cultivation and the growth of community relationships within the Chattanooga area. This position is responsible for the scheduling, organizing, advertising and implementation of training for community safety and gun violence policies and programs. These training activities will allow the Educational Lead/Manager for CS & GVP to reach faith communities, families, schools, community groups, and potential supporters and volunteers to increase education on the issue of gun violence, safety, as well as related to human trafficking and exploitation. This position reports directly to the Executive Director for Community Safety and Gun Violence Prevention.

SERIES LEVEL: This is a stand-alone position.

***** This is an 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.)

Supervision of selected staff and Violence Interrupters to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; making hiring, disciplinary and termination recommendations.

Manages special day-to-day operations and activities which includes developing, maintaining, administering and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational performance requirements and programs; determining the cost-effectiveness of repairing versus replacing vehicles and equipment.

Provides input for forecasting, preparing and administering project budgets. Prepares cost estimates and forecasts for budget recommendations; monitors and controls expenditures; grant applications and administration.

Ensures compliance with applicable federal, state and local regulations; reviews new or revised laws, regulations and policies; recommends and establishes procedures as appropriate.

Identify and collaborate with city agencies as well as city non-profits that complement the efforts to reduce gun violence and address trauma due to violence.

Identify and facilitate training through national and regional conferences centered on gun violence reduction and trauma-informed care.

As needed, create and implement curriculums designed to address barriers for at risk-youth as well as youth in vulnerable communities plagued by high rates of violence.

Provide training on trauma and the impact of trauma on youth across all development stages.

Engage with community leaders and collaborate in creating and maintaining a database of resources for schools, communities, and city agencies.

Collaborate with the Mayor's office and Office of Community Health in creating and implementing policies for the reduction of gun violence in Chattanooga.

Engage educational organizations (includes the Hamilton County Department of Education) to create opportunities for engagement with staff and youth.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, Violence Interrupter teams, 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:

The Educational Lead for Community Safety and Gun Violence Prevention will be a highly motivated self-starter and demonstrated leader with a bachelor's degree in related field or high school diploma with at least five (5)+ years of work experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Culture and mission-driven – extremely passionate about the work of improving safety in our community; Have a strong passion for young people in our community; A can-do attitude and willingness to go the extra mile in service to promote prevention and intervention for people in our community; An unwavering commitment to executing projects with excellence; Exceptional interpersonal skills, supervisory experience, and a commitment to representing the City of Chattanooga and The Office of Community Safety and Gun Violence Prevention with enthusiasm, warmth, and professionalism; Strong written and oral communication skills; Excellent critical thinking, problem solving, and organizational skills; Demonstrated training and public speaking skills.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, 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.