

CITY OF CHATTANOOGA

Classification Specification Title: Manager Land Use Development

Department: N/A

Pay Grade: GS.13

Supervision Received From: N/A

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 11/14/11

Revision Dates: 4/16/25;

10/20/23; 7/1/13

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for supervising and evaluating the work of combination, landscape, zoning and historic preservation staff. Duties include reviewing and revising existing policies and procedures to ensure compliance with relevant codes and applicable laws and regulations; providing information and technical expertise on code requirements and resolving problems among inspectors, property owners and contractors. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Manager Land Use Development 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.)

Supervises historical preservation, zoning and combination inspection staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Supervises the day-to-day operations of staff activities and operations which includes planning, coordinating, administering and evaluating projects, processes, procedures, systems and standards; ensuring compliance with federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures and coordinating work flow and activities.

Provides information and technical expertise concerning federal/state regulations and code requirements with internal staff, property owners, contractors, engineers, architects, Court officials, the general public and/or other interested parties.

Ensures timely and accurate responses for site, civil, landscape, signage, design review, lighting, floodplain, accessibility and zoning codes and ordinances.

Manages and provides oversight regarding the implementation and maintenance of unit operations and activities which includes planning, coordinating, administering and evaluating programs and related projects, processes, procedures, strategic planning and standards; ensuring

compliance with federal, state and local laws, regulations, codes and/or standards; coordinating activities between multiple service areas and working to integrate and coordinate service areas.

Enforce City codes associated with zoning and historic zoning which includes issuing compliance letters to violators; providing guidance to staff on site inspections and evaluations; reviewing inspection results for code compliance; meeting with design professionals to discuss problems and code compliance issues and performing other related activities.

Supervises administration of the zoning, flood plain and sign ordinances to ensure compliance with applicable federal, state and local regulations.

Researches and prepares land use compliance letters for property owners, real estate agents, developers and builders for the financing and closing of residential, commercial, industrial and manufacturing properties.

Investigates issues, prepares presentations and provides technical expertise to the Board of Zoning Appeals, Sign Variance Board, City Council, Historic Zoning Commission, North Shore Design Review Committee, Downtown Overlay Board, Planning Commission and other elected and appointed officials.

Prepares, maintains and organizes storage of proper document maintenance and storage.

Provides expertise and guidance on land use enforcement issues.

Collaborates with internal departments, applicable Boards and Commissions, the general public, external agencies, contractors and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Prepares and administers the budget; prepares cost estimates for budget recommendations; submits justifications for budget items and monitors and controls expenditures.

Collects, prepares, reviews, interprets and analyzes a variety of research, information, data and reports; makes recommendations based on findings.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

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: Associate's Degree in a related field and completion of an apprenticeship in a skilled trade area and five (5) years experience in planning, zoning, design

review, architecture, building inspection or civil site design; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License, Special Police Commission Certification, Zoning Inspector Certification within one (1) year of appointment, and Floodplain Management Certification within one (1) year of appointment.

SUPPLEMENTAL INFORMATION:

Knowledge of supervisory and customer service principles; local government processes; municipal and land use planning, floodplain management; site planning and architectural design principles, urban planning and development; planning terminology and practices; project management; statistical and mathematical concepts; inspection procedures, construction principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures related to zoning, inspection, historical preservation and floodplain management.

Skill in using computers and related software applications including GIS, CAD, spreadsheet, presentation, mapping and graphic software applications; providing customer service; managing projects; interpreting planning and zoning programs to the general public; performing mathematical calculations; reading and interpreting architectural and engineering drawings; reading maps and scales; conducting research; developing and administering budgets; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting and analyzing data; resolving conflict and negotiating and mediating hostile situations; creating and giving presentations; speaking in public; conducting field inspections of applicable projects and/or areas of concern; identifying zoning violations and preparing reports and documents; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to electrical currents, vibrations, fumes, dust and extreme temperatures.

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.