

CITY OF CHATTANOOGA
Classification Specification Title: Manager APC Operations

Department: Air Pollution Control Bureau

Pay Grade: GS.12

Supervision Received From: Executive Director APCB

FLSA Status: Exempt

**Supervisory Responsibility For: Admin Support Asst 2,
Admin Support Specialist, Engineer 1**

Established: 6/29/2007

**Revision Dates: 4/16/25;
11/15/2022**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and supervising the administrative operations of the Air Pollution Control Bureau. Responsibilities include fiscal, purchasing and grant oversight functions. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Manager, Air Pollution Control Operations is a stand-alone position in air pollution control management.

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).

Supervise staff 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 and making hiring, termination and disciplinary recommendations.

Oversee the financial activities of the Bureau which includes tracking and monitoring expenditures for compliance with approved budget; supplying external auditors with appropriate financial records; performing internal financial audits and reviewing findings with applicable internal staff; Coordinating activities with the Finance Department.

Oversee the preparation of multiple budgets within the Department which includes reviewing budget requests; recommending budget adjustments; researching cost figures; preparing materials for budget presentation; monitoring expenditures and performing other related activities.

Prepare, submit and manage grant funds which includes preparing grant work plans; prepares justification of special grant requests; submitting budget applications with applicable agencies; participating in final grant negotiations; preparing applicable Federal Grants reports; maintaining related records and performing other applicable duties.

Oversee risk management activities for the Bureau which includes administering the pension plan; processing enrollment forms and claims; processing premium payments; preparing related reports for submission to insurance companies; calculating and submitting employer contributions for participants; coordinating activities with pension plan consultant; overseeing and administering long-term disability, automobile, general liability, property, equipment, crime, workers' compensation and/or other applicable insurance and performing other related activities.

Oversee procurement activities for the Bureau which includes managing the processing of requisitions and purchase orders; resolving purchasing problems; expediting requisitions and performing other related activities.

Prepare and solicit bids from vendors and contractors including developing and defining specifications and contract terms; monitors and evaluates contractor performance; authorizes contractor and vendor payments.

Conduct periodic facility inspections to identify potential safety violations and/or hazards; maintain hazardous materials listings.

Oversee the inventory of applicable supplies, equipment and materials.

Participate in/on a variety of meetings, Boards, Commissions and/or other related groups in order to receive and/or convey information. Participates in community outreach and education efforts.

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 duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Supervise two employees: Administrative Assistant II and Administrative Support Specialist

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting, Business Administration or closely related field and three (3) years previous experience and/or training that includes accounting, bookkeeping, budgeting and computer training; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS:

Knowledge of managerial principles; budgeting principles; mathematical concepts; grant management and administration principles and practices; risk management principles and

practices; pension administration principles; procurement principles and practices and financial and accounting principles.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; performing mathematical calculations; preparing and administering multiple budgets; preparing and administering grants; managing risk management programs; speaking in public; administering pension plans; preparing reports; monitoring financial operations and 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 reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 50 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.