

CITY OF CHATTANOOGA

Classification Specification Title: Manager Strategic Initiative Project

Department: Economic Development

Pay Grade: GS.12

Supervision Received From: Chief Housing Officer

FLSA Status: Exempt

Supervisory Responsibility For: None

Established:

Revision Date: 4/16/25

CLASSIFICATION SUMMARY:

The Strategic Initiatives Project Manager reports to the Chief Housing Officer and is responsible for the development and implementation of policy initiatives to increase affordable housing supply city-wide, cultivate relationships with business and community leaders, and facilitate convenings and community events to promote access to affordable housing resources.

SERIES LEVEL:

The Strategic Initiative Project Manager 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.)

Oversees for the coordination and facilitation of the Chattanooga Redevelopment Framework and liaise with the Chattanooga Land Bank.

Works in conjunction with the Chief Housing Officer in identifying priority development opportunities and work collaboratively across departments to meet affordable housing development goals.

Liaise with internal departments and external partners to implement affordable housing programs that align with federal grant funding to take advantage of competitive grant opportunities.

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

Qualified applicants should have a bachelor's degree in a relevant field.

At least four (4) years of professional experience in government, law, affordable housing, community development, non-profit leadership or other positions requiring high level project management. Significant experience working in municipal government is preferred.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Significant knowledge and experience in relationship and project management. Knowledge of the general organization and operation of local government and supporting state and federal agencies, as it relates to community and affordable housing initiatives. Strong communication skills and the ability to communicate findings in writing through internal and external communication and presentations. Proven problem-solving skills with an ability to anticipate and identify problems and develop implementable solutions on a deadline.

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: 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.