

CITY OF CHATTANOOGA

Classification Specification Title: Neighborhood Program Specialist

Department: Community Development

Pay Grade: GS.09

Supervision Received From: NBHD Svcs. and Dev Mgr.

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for designing, coordinating, and administering assigned programs within the Department of Economic and Community Development. Duties include designing and implementing structured programs to address pertinent issues, coordinating projects, drafting contractual agreements, as well as developing and maintaining data for various reports for divisions within the Department. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Neighborhood Program Specialist is the second level of two-level neighborhood relations series.

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.)

Designs, coordinates, and implements specialized programs within the Department of Economic and Community Development, and ensures compliance with applicable rules, regulations, and requirements.

Develops strategies to market programs and activities to attract public involvement.

Prepares and maintains a variety of information related to the assigned area of responsibility.

Prepares and disseminates related reports.

Recommends and implements policies and procedures for internal programs.

Assists in the development of new projects, programs, and departmental strategies in support of department operations.

Develops and publishes a variety of information, reports, and/or other related documentation for assigned areas of responsibility, which may encompass demographics, housing stock, supportive services, existing infrastructure, zoning and variance issues, and/or other related items.

Performs on-going needs assessment for programs and services, which includes: analyzing community needs; developing programs to meet needs; coordinating activities with external

agencies and organizations; recommending the utilization of community resources; and/or, performing other related activities.

Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information related to program offerings. 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:

Bachelor's Degree in Political Science or Public Administration and (3) years experience is engaging in program development activities in a community development field; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge of planning and economic development principles; grant management principles; budgeting principles; program coordination principles and practices; data analysis methods; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; research methods; data analysis techniques and methods; and, community agencies and resources.

Skill in using a computer and related software applications; evaluating data from various sources for analysis; interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; developing and interpreting statistical data; speaking in public; preparing training materials for internal audiences; managing databases; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines; and, establishing and maintaining effective working relationships with other employees and those contacted in the course of the work.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or

leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.