

CITY OF CHATTANOOGA
Classification Specification Title: Program Manager

Department: Executive Branch, Community Development

Pay Grade: GS.12

Supervision Received From: Director of Operations

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 7/19/21

**Revision Dates: 4/16/25;
2/16/24; 10/20/23**

CLASSIFICATION SUMMARY:

Performs administrative and involved in overseeing a program or serving in a major program.
Performs related duties as required.

SERIES LEVEL: This 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 a program or serves in a major program.

May design a program to address the needs of individuals and/or groups.

Determines methods of operation and/or resources needed for the program.

Monitors and makes adjustments to the program as needed.

Establishes, implements, and modifies policies and procedures within established guidelines.

May prepare and administer the budget for the program.

May administer any grant monies received. Plans, implements, and evaluates services provided in the program.

Writes letters and/or statistical/analytical reports.

Attends and/or chairs meetings and workshops as needed.

Interprets rules, policies and procedures for staff members.

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 Public or Business Administration; with four (4) years of management and supervisory experience in management, analysis and oversight of major projects to include service and construction or an equivalent combination of education, training and experience.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

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.