



Classification Specification Title: Project Liaison

Department	Multiple Departments	Grade: GS.11
Supervision Received	Depends on Department	FLSA Status: Exempt -
Supervisory Responsibility	N/A	Established: Jun 29, 2007
		Revision: Apr 7, 2026

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, organizing, and coordinating the implementation of long-range plans (Regional Transportation Plan, land use plans, Capital Improvement Plan, and Climate Action Plan). They ensure that project construction, operations, and maintenance considerations are incorporated in long-range plans and that the vision, intention, and goals of long-range plans are realized in project implementation. Working with project managers, they identify barriers to project delivery and direct resources to ensure project completion. This position requires sustained, in-depth coordination and collaboration with multiple departments and external organizations. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Project Liaison 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.)*

Serve as a liaison between the assigned department and other departments and external agencies for project planning, financing, logistics, and implementation; communicate and coordinate with project managers, fiscal analysts, management staff, consultants, contractors, and others to identify critical project implementation paths, create and monitor project schedules and budgets, identify risks to project schedule and budget, and make adjustments as necessary; coordinate complex, multi-department projects and initiatives; resolve complicated barriers to project completion.

Design, coordinate, and implement specialized projects related to department and City initiatives.

Participate in long-range planning processes; understand and concisely convey the purpose, intention, vision, and goals of long-range plans and projects to a variety of audiences.

Collect, analyze, and review a variety of data and information; formulate recommendations based on findings.

Participate in project progress meetings with project managers, contractors, architects, engineers, and other applicable parties; conduct visits to project sites.

Create and implement strategies and policies for implementing long-range plan goals with departments and interdisciplinary teams across the City.

Manage work processes and procedures as needed to assure success; identify and mitigate risk, ensure adherence and compatibility with departmental goals, objectives, and strategic initiatives.

Stay abreast and on the cutting edge of relevant subjects through independent research, maintaining professional affiliations, and attending workshops and training sessions when appropriate.

Assist in the procurement and oversight of professional consulting and/or contracting services.

Represent the department and/or the City at a variety of meetings, public events, training sessions, on committees, and/or other related events or groups in order to receive and convey information pertaining to City plans, policy, projects, or programs.

Responsible for moving projects into project development and coordinating project development with internal and external partners.

Advises on planning processes on the feasibility of proposed projects.

Matches projects with grant funding sources and writes grants.

Responsible for implementing a planning process.

Assist departments with public interaction on projects.

Running planning implementation projects.

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):

When assigned to work in the Parks and Outdoors Department:

Oversee grant administration for the four-year, \$6 million Urban and Community Forest grant award, including reporting, budgeting, partner agreements, invoicing, compliance, and potential supplemental grant applications.

Lead the project partnership by coordinating project partner meetings and communication, connecting partners to appropriate city staff, and making sure project deliverables stay on track.

Work with project partners, including UTC GIS, to develop and use GIS applications for collecting and analyzing data for grant-funded work prioritization and tracking.

Work with City staff in the Department of Parks and Outdoors and the Department of Public Works - Urban Forestry to identify and prioritize tree planting areas, tree care, invasive management, and riparian buffer restoration.

Oversee contract administration for the signage and outreach package.

Works with project partners and city staff on community engagement for the grant project.

Work with the Natural Resources Manager, City Forester, and other departments to adapt and implement policies and procedures to ensure the protection and longevity of the tree canopy on City-owned lands. Examples are tree planting and care, tree health assessment, and integrated pest management.

Develop and implement staff training programs to follow these policies and procedures.

When assigned to work in the City Planning Department:

Promotes sustainability and the values of environmental stewardship and responsibility, including employee education and behavior, standard procedures, and policies.

Coordinates programs with other City departments; works with departments to provide technical support and staff training regarding energy efficiency, environmental impacts of work, and CAP implementation

Researches and identifies new opportunities for sustainability programs related to City operations, including but not limited to Solid Waste, Recycling, Facilities, and Fleet. Develops and implements program initiatives as approved.

Coordinates and manages grant administration and implementation.

Prepares resolutions relative to sustainability initiatives.

Responds to inquiries and coordinates interdepartmental meetings related to sustainability elements for the City.

Maintains associated reports, including, but not limited to, annual office summary, Biennial Greenhouse Gas (GHG) inventory, Biennial CAP reports, and grant reports.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with training emphasis in Civil Engineering, Architecture, Landscape Architecture, Engineering Technology, Construction, Project Administration, Planning, Sustainability, Ecology, Environmental Management, or other related field, and four (4) years of previous experience in project management or eight (8) years of relevant experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

When assigned to work in the Parks and Outdoors Department:

Valid Driver's License

Project Management Professional (PMP) certification preferred.

Professional Engineer (PE) certification preferred.

American Institute of Architects (AIA) designation preferred.

Prior Learning Assessment (PLA) certification preferred.

When assigned to work in the City Planning Department:

Valid Driver's License

LEED accreditation preferred.

Renewable Energy Professional (REP) certification preferred.

Project Management Professional (PMP) certification preferred.

Carbon Auditing Professional (CAP) certification preferred.

Building Energy Assessment Professional (BEAP) certification preferred.

Certified Decarbonization Professional (CDP) certification preferred.

KNOWLEDGE AND SKILLS:

Knowledge of project management principles and practices; problem-solving methods; workflow and process analysis methods and enterprise software applications. Strong communication skills; attention to detail, schedule, and budget maintenance.

Skill in using a computer and related software applications; managing projects; analyzing and integrating project goals with available resources; facilitating meetings; analyzing problems and recommending solutions; managing multiple projects and meeting deadlines; presenting information; resolving and mediating conflict; influencing others; conducting negotiations 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 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: NO Child Sensitive: NO Dept of Transportation (CDL): NO

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.

Revision History: 5/29/24; 10/20/23; 8/22/23