

CITY OF CHATTANOOGA
Classification Specification Title: Project Manager

Department: Executive Branch

Pay Grade: GS.12

Supervision Received From: Deputy Chief Operating Officer FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 10/30/24

**Revision Dates: 4/16/25;
2/5/25**

CLASSIFICATION SUMMARY:

This position manages a portfolio of projects and initiatives, strategically engaging with all city departments to address strategic and tactical issues that prevent operational success and/or the ability to achieve strategic goals and meet the needs of the citizens of Chattanooga. Coordinates assigned activities with City departments, outside agencies, the general public, and City Council.

SERIES LEVEL:

The Project Manager is a stand-alone position.

This is an Appointed 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.)

Provides information, reports to internal and external customers.

Prepares and delivers presentations on a variety of topics to City Departments, City Council and the general public.

Interprets rules, regulations, policies, and procedures.

Project planning and development by conducting research, preparing project charter/scope and developing budgets.

Leads major projects and initiatives from conceptual design to implementation, meeting the project goals within budget and time constraints

Draws from their expertise to evaluate processes and identify ways to streamline and reengineer processes as well as see opportunities to automate processes or incorporate AI

Incorporates change management principles in projects to ensure control and adoption post implementation

Indirectly oversees project team members (not direct reports) to ensure the work assignments of the individual and the team are done timely and satisfactorily

Prioritizes work, balancing multiple projects simultaneously, and ensuring all stakeholders are regularly informed of project status

Develops RFPs/RFQs, develops consultant evaluation criteria and bidding procedures, verifies contract expenditures and compliance.

Researches and drafts technical reports, project plans, studies, memorandum, press releases, meeting minutes and project status reports.

Works with local, state and federal program areas, non-profits, and other entities as needed relating to various departments as assigned.

Facilitate project team meetings, public hearings and meetings for the community at-large, advisory boards and city council.

Continues learning through training, seminars, journals, and other means to stay fresh on new technology and trends relevant to the work.

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 or a technical/engineering field; with four (4) years of experience in project management and/or change management including leading major initiatives from design to implementation and validation; or an equivalent combination of education, training and experience.

LICENSING AND CERTIFICATIONS:

Project Management certification preferred

KNOWLEDGE AND SKILLS:

Proven organizational skills – must be willing to multi-task and operate in a fast-paced challenging environment. Excellent communication skills (written and verbal). Must be a team player with demonstrated team experience (proven). Exceptional customer service focus (proven). Ability to maintain/manage confidential information. Strong interpersonal skills and ability to professionally interact with managers, staff and officers at all levels of the organization with diplomacy and professionalism. Self-motivated, proactive, committed to continuous improvement. Good time management and organizational skills. Ability to make sound judgments on job-related matters, works with minimal supervision, demonstrates initiative and manages multiple tasks, and deadlines in a fast paced environment. Proficiency in using a computer. Ability to articulate and champion the key business drivers and ROI of employee engagement. Ability to think critically and problem solve. Proven track record of being energetic, forward thinking and creative, while also able to challenge assumptions. Ability to handle tasks independently, as well as with a team, and to effectively communicate with a range of individuals, from senior managers and affiliated partners to team members.

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.