

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Project Manager Legislative Affairs Operations**

**Department: Executive Branch**

**Pay Grade: GS.14**

**Supervision Received From: Deputy Chief Operating Officer**

**FLSA Status: Exempt**

**Supervisory Responsibility For:**

**Established: 7/01/21**

**Revision Dates: 4/17/25;  
10/20/23**

**CLASSIFICATION SUMMARY:** This position performs a wide variety of highly responsible, complex, diverse advanced level professional administrative, analytical, and technical expertise. Facilitates decision-making and strategic direction for the City. Coordinates assigned activities with City departments, outside agencies, the general public, and City Council.

**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.)*

Provides information, reports to internal and external customers.

Prepares and delivers presentations on a variety of topics to 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.

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 relating to various departments as assigned.

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

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 serv; or any combination of equivalent experience and education.ice 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.