

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Project Outreach Specialist**

**Department: Economic Development**

**Pay Grade: GS.05**

**Supervision Received From: N/A**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: N/A**

**Established: 9/14/18**

**Revision Dates: 4/3/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Designs, coordinates and implements specialized projects related to department initiatives, ensuring compliance with applicable rules, regulations, and requirements.

NOTE: This is a temporary, part-time position. Hours and days of week will vary, with a maximum of 29 hours per week. This is a grand funded position with an estimated end date of September 30th, 2019.

### **SERIES LEVEL:**

The Project Outreach Specialist 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.)*

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

Develops and implements departmental procedures for project initiatives.

Manages project initiatives and coordinates special events as assigned.

Prepares a variety of reports, documents, informational packets and/or other materials related to project and program activities and initiatives; disseminates information to applicable individuals, external agencies and/or internal departments.

Coordinates the on-going administration, monitoring and reporting for applicable grant projects and/or programs as required by funding sources and federal/state regulations; coordinates compliance with requirements; monitors and manages funds and resolves conflicts between the City and funding entities.

Researches and reviews new grant opportunities from governmental, nonprofit and public and private sources for the benefit of applicable programs; makes recommendations regarding potential grant sources.

Coordinates grant application and proposal submission processes which includes compiling, interpreting, and applying demographic and statistical information necessary for grant applications.

Performs a variety of administrative activities in support of departmental operations which may include initiating payments and requisitions; answering phones; taking and disseminating messages; making copies; filing and/or performing other related activities.

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: Four (4) years of any combination of relevant education, training, or experience sufficient to perform the essential duties of the job will be considered. Bachelor's Degree in a related field, Business, Marketing, Communications or Public Administration preferred; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Knowledge of applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; grant management principles and practices; statistical methods; electronic data processing principles; negotiation techniques; Generally Accepted Accounting Principles (GAAP); research methods; budgeting principles and practices; analytical methods; and mathematical concepts.

Skill in performing mathematical and statistical calculations; conducting research; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously; auditing grant processes; collaborating with external agencies; preparing a variety of statistical and narrative reports; applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines.

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: Y

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.