

CITY OF CHATTANOOGA

Classification Specification Title: Project Specialist

Department: Economic Development

Pay Grade: GS.08

Supervision Received From: N/A

FLSA Status: Non-Exempt

Supervisory Responsibility For: N/A

Established: 6/29/07

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

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing specialized administrative duties associated with soliciting, securing, coordinating and monitoring grants for the City. Duties include coordinating and monitoring assigned grant programs, researching funding opportunities, coordinating the application and/or proposal submission process and compiling and organizing data for reports. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Project Specialist is a stand-alone classification

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.)

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

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:

Bachelor's Degree in Business Administration, Marketing, Communications, Public Administration or a closely related field and one (1) year previous experience involving grant writing; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, and regulations; grant management principles and practices; research methods; budgeting principles and practices; analytical methods; mathematical concepts and public relations principles. Skill in identifying potential grant funding opportunities; performing mathematical calculations; conducting research; analyzing a variety of data and making recommendations based on findings; handling multiple tasks simultaneously, organizing and prioritizing work; coordinating grant processes; collaborating with non-profit and community-based organizations; applying independent judgment, personal discretion and resourcefulness in interpreting and applying guidelines; establishing and maintaining effective working relationships with other employees and those contacted in the course of work.

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: 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.