

CITY OF CHATTANOOGA

Classification Specification Title: Public Engagement & Policy Coordinator

Department: N/A

Pay Grade: GS.09

Supervision Received From: N/A

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 12/07/15

Revision Dates: 4/3/25;

10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for coordinating and assisting public engagement and departmental strategy and policy, including writing and maintaining SOPs, researching and writing grants, providing Powerpoint presentations, editing written materials and other promotional materials and graphics for projects, organizing focus groups, meetings, and basic statistical analysis of projects. Work requires limited supervision and the use of independent judgment and discretion

SERIES LEVEL: The Public Engagement and Policy Coordinator 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.)

Serves as a liaison between the assigned department and other media coordinators for preparing and disseminating public service announcements; creating talking points; generating public relations schedules, and performing other related activities.

Develops, plans, and implements strategies to market projects and for community education, including but not necessarily limited to.

Development of materials, brochures, project briefs, surveys, and other forms of public engagement creation of newsletters, brochures, flyers, banners, displays, posters, and other marketing materials.

Coordinates and oversees the printing and incorporation of items on the City's website.

Development, preparation, implementation, and distribution of educational and promotional materials, videos, lectures, and training programs and other literature to publicize services and programs coordination for the dissemination of materials.

Develops and implements departmental procedures for project initiatives.

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, with support from other departmental staff.

May be required to use, carry, and answer cell phone as determined by their job duties and the department head.

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.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Communication, Public Policy, Marketing, Public Administration, English, Graphic Design or a closely related field, and two (2) years of experience involving grant writing, communications, and/or public administration; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Drivers License

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS: Knowledge of public, government, or non-profit principles; graphic design principles; writing styles; grant management principles and practices; research methods; analytical methods; mathematical concepts; and applicable federal, state and local laws, ordinances, codes, rules, and regulations.

Skill in developing and implementing policy; preparing marketing and collateral materials; using a computer and related software applications; 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; 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, feeling, 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.