

CITY OF CHATTANOOGA

Classification Specification Title: Public Space & Policy Coordinator

Department: Public Works

Pay Grade: GS.10

Supervision Received From:

FLSA Status: Exempt

Supervisory Responsibility For:

Established: 11/17/23

Revision Date: 4/4/25

CLASSIFICATION SUMMARY: Incumbents in this classification are responsible for managing and providing logistical oversight of the review and approval process for all events and projects which are held on city streets for Right of Way activity, design and development of the Traffic Control for special events; coordinating the appropriate personnel to assist in facilitating traffic control for special events and other related street closures; manages the work zone traffic control program for the city. Additionally, duties include consolidating all public space functions of the Transportation department, such as but not necessarily limited to Temporary Use applications, Right-of-Way abandonment, Franchise agreements, and other functions of our public space transportation network that does not directly involve mobility/traffic. Duties also include 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, meetings, and basic statistical analysis of projects. Work requires limited supervision and the use of independent judgment and discretion.

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).*

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

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 development 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.

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

Oversees and coordinates the review and approval functions of the special events permitting process, including the route approval, traffic plan designs, correspondence with event sponsors and committee members, and approval of permits.

Prepares special event routing plans and traffic control detour plans to guide motorists around special events.

Coordinates the development of work zone traffic control plans for road construction and utility maintenance projects and the permitting process for these projects; coordinates the inspection and enforcement of work zone traffic control permits in the city.

Coordinates the Public Space initiative with innovative programs that encourage multi-modal and diverse use of our streets, sidewalks, and public spaces that are a benefit to neighborhoods and communities.

Coordinates with other associated city departments and staff to implement outreach plans in each host neighborhood, representing the Transportation Division at community meetings, recruiting local organizations and businesses to lead activities and participate in a Chattanooga Public Spaces program.

Assess the economic impact and success of uses of public space for consistent improvement and value addition to the communities in which the events are held.

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. Experience with mapping software such as RapidPlan™ from Invarion, ArcGIS or related route design and planning software preferred; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Drivers License

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.