

CITY OF CHATTANOOGA

Classification Specification Title: Senior Advisor Economic & Workforce Development

Department: Economic Development

Pay Grade: GS.25

Supervision Received From: Administrator

FLSA Status: Exempt

Supervisory Responsibility For: Dir. Workforce Dev., Dir.

Established: 3/21/24

Entrepreneurship

**Revision Dates: 4/4/25;
10/18/24**

*****This is an Appointed Position*****

CLASSIFICATION SUMMARY:

Incumbents in this classification perform a variety of administrative, technical and professional work in the preparation and implementation of Economic and Workforce Development plans, programs, and services. Duties include working closely with government as well as employers and industry trade groups, labor unions, post-secondary institutions, other City staff, and agencies in promoting Economic Development and Workforce Development interests within the City. This position will be responsible for providing direct management and implementation of and strategic direction for the City of Chattanooga's Economic and Workforce development efforts. Additionally, this position will develop strategies that will increase economic mobility; improve and advance educational and employment outcomes for under-employed, unemployed, and under-educated adults. Work is performed under administrative review, working with the maximum degree of initiative and judgment.

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.)

Directs Economic Development initiatives to achieve the City's goals and objectives. Provides assistance in the development of short and long term Economic Development goals, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals.

Provides strategic guidance, direction, and implementation of workforce development programs, including any programs or initiatives supported by grant funding.

Works closely with the Chamber of Commerce to identify areas of concern in the promotion of business location and expansion within the region.

Ensures implementation of workforce directives issued by the Mayor.

Seeks and applies for funding opportunities to support Economic and Workforce Development initiatives.

Works with employers to develop effective Workforce Development solutions.

Provides information and/or makes presentations to boards, commissions, civic groups, businesses, individuals, and the general public on Economic and Workforce Development issues, programs, services, and plans.

Advises the Mayor and City Council on all matters of Economic Development and Workforce development and the delivery of related services.

Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.

Serves as a member of various committees, as assigned.

This position shall monitor existing PILOT agreements for compliance by the recipients with terms of each individual agreement. Such monitoring shall take place at least annually and shall be documented in a permanent file. Determination of compliance shall be independent of or in addition to a self-reporting document received from the organizations and shall be sufficient to support a conclusion of compliance.

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals

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 and ten (10)+ years of experience in roles of growing scope, responsibility, and demonstrable results in Economic Development and/or Workforce Development, adult education, or a related field, including five (5) years at the management level; or any combination of equivalent experience and education.

Advanced degree in public administration, business administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required ten (10) years of experience as described above.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of Economic Development and Workforce Development policy; grant management principles and practices; strategic planning principles; Federally and State funded programs; budgeting principles and practices; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; project management principles and practices; contract management principles; and government protocols. Skill in interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; and managing entitlement funds. Demonstrated ability to execute projects while balancing multiple competing priorities on tight deadlines, all while providing continual attention to detail and quality. Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve goals and objectives. Highly effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff.

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.