

CITY OF CHATTANOOGA

Classification Specification Title: Senior Advisor For Communications

Department: Executive Branch

Pay Grade: GS.28

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: Admin. Economic Dev.,

Established Date: 9/28/21

Director Entrepreneurship

Revision Dates: 4/4/25;

10/18/24; 5/23/24; 10/20/23

CLASSIFICATION SUMMARY:

The Senior Advisor is responsible for the overall management, strategic and long-term direction for the City's economic development, and will provide leadership to the Administrator of Economic Development, real property management and workforce development activities. Duties also include working with the Chamber of Commerce to attract and keep businesses to ensure equitable economic growth, Hamilton County government, as well as City personnel and agencies to develop and implement programs that increase tourism and job opportunities within the City. Work is performed under Mayoral review, working with the maximum degree of initiative and judgment.

SERIES LEVEL: The Senior Advisor For Economic Opportunity 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.)

Supervises Economic Development Administrator, real property management and workforce development staff, and provides technical direction for sustained growth, which includes resource development, coordinating and evaluating programs, project implementation and promotion; managing, administering, and evaluating procedures, standards, processes, programs, and projects while ensuring compliance with Federal, State, and Local laws compliance pertaining to regulations, codes, and/or standards.

Ensures the implementation of directives issued by the Mayor while promoting and implementing new program initiatives.

Advises and presents reports to the Mayor and City Council on economic development policies and priorities as well as creating and maintaining relationships with government agencies, non-profit organizations, community leaders and City residents.

Represents the City on all applicable boards and attends all required City Commission meetings.

Attends and represents Mayor at outside meetings during both workday and evenings in the community, to include Neighborhood Services Area meetings, special meetings on urgent issues in the community.

Develops short, medium, and long-term economic, real property management, affordable housing, and workforce development goals.

Confers with staff regarding problems or areas of concerns; follows-up on complaints from citizens; resolves issues and/or problems; and responds to requests for specialized information.

Consults with the City Attorney on legal issues relating to the daily operations of the department.

Makes oral and written presentations and reports to the Mayor, City Council, boards, and other organizations.

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 Planning, Urban Development or Urban Studies, Public Administration, Business Administration, Economics or related field and ten (10)+ years of experience at the Executive policy level, with progressively responsible management experience in economic development, urban or regional planning, business development, economics, or fiscal management, and six (6) years at the supervisory level; or any combination of equivalent experience and education.

Master's Degree in Public Administration, Economics or Public Policy preferred.

LICENSING AND CERTIFICATIONS:

Certification as a Professional Community & Economic Developer (PCED) preferred.

SUPPLEMENTAL INFORMATION

Extensive knowledge of economic development and affordable housing incentives, programs, initiatives; and opportunities, including, but not limited to, PILOTs, LIHTC, TIFs, brownfield redevelopment programs, arts & culture programs; tax credits; policy analysis, grant and departmental management practices; Mastery in interpreting, applying, and communicating applicable laws, ordinances, codes, rules, and regulations; and managing entitlement funds;

A strong commitment to providing services that will improve and enhance the quality of life for all residents; Ability to advocate and support new industry and economic proponents, community organizations and services; Demonstrated ability to execute projects while balancing multiple competing priorities on tight deadlines, all while providing continual attention to detail and quality; Visionary and strategic thinker who can lead and provide guidance on issues of economic development, workforce development, and real property management, environmental sustainability, infrastructure, land-use, zoning, development, empowering low-income and culturally diverse communities.

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.