

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Senior Advisor for Legislative Initiatives**

**Department: Executive Branch**

**Pay Grade: GS.25**

**Supervision Received From: Dep. Chief of Staff**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 4/27/23**

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

### **CLASSIFICATION SUMMARY:**

This position will provide legal counsel and operational advice to leadership. The incumbent must be able to clearly articulate goals and objectives and will be required to develop excellent working relationships with constituents and other stakeholders as a representative of the City. Additionally, the candidate must be able to prioritize work, handle multiple assignments and duties simultaneously, adjusting as required due to business needs, and effectively supervise staff.

**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.)*

Serving as a confidential advisor to senior staff.

Leading the City's legislative program, including developing legislative proposals, drafting testimony, and advocating on behalf of the agency.

Serving as the Commissioner's designee on inter-agency committees, special projects and initiatives.

Developing agency-specific and statewide policies and protocols and assisting managers and staff with their implementation, including but not limited to personnel policies.

Drafting and reviewing regulations, memoranda of understanding, legal correspondence, reports, audit responses, and similar documents.

Representing the City at administrative proceedings.

Acting as litigation manager and liaison to the Office of the Attorney General.

Perform research and analysis to identify policies and strategies.

Provides primary legal advice and consultation to the administrative head of a department in the Office of the Secretary of State.

Supervises attorneys in specific legal functions concerning programs administered by the department.

Confers with attorneys, legislators, commission and board members, labor organizations and other governmental agencies at all levels, on difficult problems of statutory interpretations and compliance.

May assist in creating, planning, developing, and implementing programs and procedures to carry out the statutory requirements of the department.

Counsels departmental managerial staff on matters of administration, organization, policies and procedures.

Directs or participates in the drafting of proposed bills, amendments, resolutions and implements procedures, rules and regulations.

Revises, modifies, and clarifies current legislation by preparing, editing and advising on legal memoranda, reports and opinions.

May supervise and participate in special investigations and reviews reports of activities; recommends appropriate action to departmental administrative staff.

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 required or assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

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.