

CITY OF CHATTANOOGA

Classification Specification Title: Senior Policy Advisor

Department: Executive Branch

Pay Grade: GS.25

Supervision Received From: Mayor

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 3/23/22

Revision Dates: 4/4/25;

10/18/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this position will be responsible for analyzing data, synthesizing published research, and briefing principals on findings. Responsibilities for the role are broad in scope and require a high degree of strategic and administrative discretion. The Senior Policy Advisor will plan, supervise, and review the work of City staff in assigned areas of responsibility.

SERIES LEVEL: Senior Policy Advisor 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.)

Develop and design policy solutions, in collaboration with the Mayor, the Chief of Staff, and senior staff, to achieve the goals and priorities of the Mayor and the One Chattanooga Strategic Plan.

Maintain and further develop the One Chattanooga Strategic Plan and its subsequent goal plans throughout the year.

Plan and supervise the work of assigned staff, developing work plans in areas of assigned responsibility to achieve the Mayor's goals and objectives.

Provide expert professional assistance and support to the Chief of Staff and the Mayor on a wide range of complex, sensitive, and confidential topics, including drafting briefings and decision memos for senior leadership with recommended solutions or courses of action.

Interface with non-profit, local philanthropy, national experts, and community stakeholders to develop and maintain strong and durable partnerships and coalitions.

Recommend strategies to address the major challenges and opportunities facing Chattanooga in order to improve the lives of all of our residents.

Serve as the Mayor's office representative or liaison to boards, commissions, task forces, meetings, and relevant events as needed.

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 five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in public policy, non-profit management, government, business administration, or a related field and a minimum of three (3)+ years of supervisory experience; or any combination of equivalent experience and education.

Advanced degree in political science, public administration, public policy, organizational development, or a related field is preferred, but not required.

LICENSING AND CERTIFICATIONS:

None

SUPPLEMENTAL INFORMATION

Experience in a public agency is preferred, but not required. Professional public or business administration experience that included establishing organization structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results, and fostering a team environment. Proven experience in policy analysis, development and implementation, particularly in topic areas relevant to local government. Familiarity working the major challenges and policy issues facing cities, including but not limited to affordable housing, homelessness, equitable economic development, environmental sustainability and resiliency, income inequality, racial segregation, and transit. Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, and negotiate and manage competing interests. Experience communicating effectively with policymakers, administrators, advocates, and a variety of local communities. Excellent interpersonal, verbal, and written communication and public speaking skills. Strong leadership skills and a demonstrated ability to make decisions and execute strategies successfully.

PHYSICAL DEMANDS

Positions in this class typically require: standing, walking, 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.