

CITY OF CHATTANOOGA

Classification Specification Title: Strategic Capital Planning Manager

Department: City Planning

Pay Grade: GS.12

Supervision Received From: Deputy Admin. City Planning

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 11/14/17

Revision Dates: 4/17/25;

9/3/24; 10/20/23; 9/06/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for developing a process of planning, coordinating, financing and executing capital projects emphasizing the importance of addressing infrastructure needs while investing in economic development projects and improvements that will provide a positive return on investment to the City. To ensure optimum value of the program duties will include budget planning, project analysis and ranking, establishing strong financial controls and effective project coordination.

Will work with City administrators and partner organizations to organize and propose a Capital Improvement Program that serves short and long term interest of the City and reflects utilization of funding. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Strategic Capital Planning Manager 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.)

Manage and monitor the day-to-day division activities and operations, which includes: maintaining, administering, and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; ensuring procedures and equipment meet operational and program performance; and, ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Implement a mission driven, outcome oriented planning process to develop, analyze, prioritize and execute a plan for the CIP to guide investment of capital dollars in conjunction with the Mayor, City Council and community.

Manage and administer functions of capital budgeting and preparation of five year master plan to include management of capital budgeting from City departments, maintenance of year to year master plan and overall review of City growth.

Present plan to senior staff, Mayor and City Council.

Works in conjunction with the Chief Financial Officer in identifying available financing and establish capital spending levels.

Consult with all departments within the City to review operations/activities, review and resolve problems, receive advice/direction and provide recommendations.

Coordinate capital budget requests from departments; setting budget priorities for departments; prepare budgetary data for presentation to Mayor and City Council.

Analyze the impact of public improvement requirements on capital improvement projects; prioritize and determine capital improvement project completion dates.

Attend and participate in professional group meetings; maintain awareness of new trends and developments; incorporate new developments as appropriate into programs.

Collaborate with departments to incorporate long-range plans (e.g. Regional Transportation Plan, Climate Action Plan, and land use plans) with five-year capital improvement plan.

Review, analyze and monitor complex departmental capital improvement budgets.

Coordinate grant funding; seek funding sources to supplement City capital funds; direct preparation of grants and prepare grant paperwork.

Compile and monitor administrative, statistical or demographic data; analyze data and identify trends, summarize data and prepare reports.

Prepare or complete various forms, reports, correspondence, performance evaluations, budget documents, grant documents, master plans, presentations or other documents.

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.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Urban Planning or Business Administration and four (4) years experience in public sector administrative activities such as data analysis, work with grants and philanthropic communities, or GIS and mapping systems; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of managerial and leadership principles and practices; budgeting principles and practices; grant writing principals; operational characteristics, services and activities of a community services capital improvement project program; long-range planning; structured project methodologies and project planning tools; project management principles; principles and practices of contract administration; principles of project and municipal budget preparation and control; advanced financial analysis principles and methods; research methods and techniques; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Skill in developing and managing budgets; analyzing complex issues and making appropriate recommendations; managing complex projects; developing strategic plans; interpersonal and communication skills; using computers and related software; understanding multiple objectives and assessing optimal courses of action; performing mathematical calculations; analyzing complex financial reports; reading, comprehending and reviewing financial information; managing projects; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; coordinating inter-agency activities and projects; responding to changing situations and needs; analyzing data; handling multiple tasks simultaneously; speaking in public; conducting research and preparing a variety of reports; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require standing, walking, 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.