

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Subdivisions Coordinator**

**Department: City Planning**

**Pay Grade: GS.10**

**Supervision Received From: Director Development**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

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

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for maintaining all aspects of subdivision review and making recommendations to the Chattanooga-Hamilton County Regional Planning Commission and other municipal planning commissions. Duties include: reviewing variance requests reviewed by the Chattanooga-Hamilton County Regional Planning Commission; reviewing submitted subdivision plats for compliance with all applicable rules and regulations; reviewing submitted site plans for compliance with all applicable rules and regulations for designated municipalities; and conducting inspections of major subdivisions for compliance. Work requires limited supervision and the use of independent judgment and discretion.

### **SERIES LEVEL:**

The Subdivisions Coordinator 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.)*

Serves as official subdivision plat review officer for the Agency which duties include, but are not limited to, reviewing submitted subdivision plats to ensure appropriate approvals from other departments and conformance with adopted subdivision and zoning ordinances; reviewing applications and submitted plans for various planning and zoning permits to ensure compliance with applicable ordinances, codes and policies, and signing major subdivision plats on behalf of the Secretary of the Chattanooga-Hamilton County Regional Planning Commission.

Serves as the official subdivision plat review officer for the City of Chattanooga and Hamilton County, TN and multiple additional jurisdictions.

Reviews submitted, corrected, and staff approved plats for compliance with applicable rules and regulations; signs corrected and staff approved plats; and submits recorded plats to appropriate individual(s) and/or agencies.

Manages, maintains, and prepares amendments and updates, as needed to, subdivision regulations.

Actions include identifying needed amendments or addressing changes to state law; drafting regulation changes, meeting with stakeholders; presenting changes to the Chattanooga-Hamilton

County Regional Planning Commission; and amending the subdivision regulations and instituting changes within the Agency's process.

Receives and processes requests for variance applications reviewed by the Chattanooga-Hamilton County Regional Planning Commission.

Processing includes creating and mailing required public notification letters, creating maps or other documents associated with the request, and preparing staff reports and recommendations for the Chattanooga-Hamilton County Regional Planning Commission.

Serves as lead contact for the development community, citizens, and elected/appointed officials as related to subdivision activity.

Coordinates and leads inter-departmental review meetings for departments involved in the land development process.

Receives a variety of planning related applications and requests from the public; responds to requests for information related to zoning and subdivisions.

Prepares and disseminates staff reports and recommendations related to subdivision activities and variance requests.

Evaluates plats to ensure completeness and compliance with applicable policies and procedures.

Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.

Responds to requests for information and assistance from internal departments, external agencies, and/or the general public.

Assists and may serve as a back-up role on preparing and maintaining the official zoning maps.

Conducts field inspections of all major subdivisions and variance requests as needed.

Maintains subdivision file record system of recorded subdivision plats, plats submitted for review, and a list of plats approved by the Chattanooga-Hamilton County Regional Planning Commission.

Maintains updated knowledge of state legislation regarding land subdivision and provides input on the impact of pending state legislative bills.

Prepares and gives presentations to the development community regarding subdivision regulations and process and pending/proposed changes to either.

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 in Urban Planning and (5) years professional-level experience in planning, zoning or geography that involves the public policy decision-making process; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

KNOWLEDGE AND SKILLS:

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; urban planning principles; customer service principles and records maintenance principles. Skill in interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; providing customer service; maintaining records, maps and related documentation; preparing reports and business correspondence; using a computer and related software applications; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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.