

CITY OF CHATTANOOGA

Classification Specification Title: Workforce Development Senior Project Manager

Department: Economic Development

Pay Grade: GS.12

Supervision Received From: Dir. Workforce Dev Strategy

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/4/25;

10/18/24; 10/20/23; 8/02/22

CLASSIFICATION SUMMARY:

The Workforce Project Manager will coordinate, engage in, and implement workforce development activities that will increase economic mobility; and engage under-employed, unemployed, and under-educated adults to improve and advance their educational and employment outcomes. At the discretion and direction of the Director of Workforce Strategy, the Workforce Project Manager may also work closely with community partners, as well as employers and industry trade groups, labor unions, post-secondary institutions, other City staff and agencies in promoting the workforce development interests within the City.

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.)

At the direction of the Director of Workforce Strategy, serves as a leading navigator to guide adult constituents to employment and post-secondary educational opportunities that lead to careers that pay livable wages.

Works directly with constituents to connect them with career and/or educational opportunities.

Supports the Director of Workforce Strategy by creating workforce development access opportunities in the community, including, but not limited to: workforce development programming at community centers and recreation centers and job/employment fairs.

Works with employers, industry groups, and trade organizations to develop and coordinate industry-specific workforce development programs and initiatives.

Tracks and documents data for constituents for the purposes of tracking workforce development

case management activities.

Undertakes a variety of workforce development activities under the direction of the Director of Workforce Strategy.

Supports the Director of Workforce Strategy as directed in pursuing grant funding opportunities to support workforce development initiatives.

Supports the Director of Workforce Strategy as directed in providing information to boards, commissions, civic groups, businesses, individuals, and the general public on workforce development issues, programs, services, and plans.

As directed by the Director of Workforce Strategy, participates in community meetings and community engagement opportunities to keep constituents informed of workforce development projects and their community benefits.

Maintains strong working relationships with the general public, area businesses, clients, and others.

At the direction of the Director of Workforce Strategy, works closely with and collaborates with other public-facing workforce partners and staff, including TN Reconnect Navigators; workforce development navigators.

At the direction of the Director of Workforce Strategy, navigates constituents to workforce and post-secondary opportunities.

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 and five (5)+ years of experience in roles of growing scope, responsibility, and demonstrable results in workforce development, adult education, or a related field, including two (2) years at the management level; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge and Skills: Experience working with communities facing workforce challenges, needs, and opportunities; Demonstrated ability to work with underserved communities, especially culturally diverse communities; Knowledge of workforce development policy analysis techniques; Federally and State funded programs; applicable Federal, State, and Local laws, ordinances, codes, rules, and regulations; project management principles and practices; and government protocols; A strong commitment to providing services that will improve and enhance the quality of life for all residents; Demonstrated ability to execute projects while balancing multiple competing priorities on tight deadlines, all while providing continual attention to detail and quality; effective communicator with maturity who demonstrates cultural competence, active listening, and responsiveness to the community, residents, and staff

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.