

SPECIAL PROJECTS OFFICER

JOB SUMMARY:

Under the direction of the City Manager, the Special Projects Officer will be required to have strong organizational, administrative, and communication skills, provide complex managerial support to the City Manager and other managerial personnel related to economic development requirements. The Special Projects Officer will develop implementation strategies for key organizational projects. Tasks include, however, are not limited to, the development and promotion of economic development and comprehensive land use planning efforts, coordinating real estate transactions and marketing strategies, grant research/coordination/writing, board/commission/committee support, implementing procurement procedures to acquire professional, construction, development professionals, and management of the City's marketing, advertising and branding.

EXAMPLES OF WORK:

- Provides support to the City Manager and managerial personnel in coordinating economic development projects and special events.
- Oversees and coordinates projects and activities between different departments, and external agencies. Organizes meetings and makes presentations as needed.
- Conducts research and analysis of complex information to develop recommendations and solutions.
- Identifies available grant funding, assist in the development of grant packages, and monitors progress of grants to fund special projects and directs the work of grant consultants.
- Prepares various procurement documents, RFP's, RFQ's and IFB's, and facilitates the procurement procedures in accordance with federal, state and local laws and related rules, regulations and requirements. Prepares and assist in the development of associated agreements resulting from procurements.
- Maintains a database of vendors, suppliers, consultants and contractors for ongoing contractual procurements, and supports the development of a small business inclusion program.
- Coordinates human resources activities and provides support in payroll and employee benefits administration.
- Completes new hire paperwork for payroll and insurance.
- Completes termination documents and coordination of Cobra Insurance and related City retirement details.
- Creates and maintains employee leave requests, verifications of employment, coordination and analysis of annual health insurance bids, and completes workers' compensation annual audit and injury forms.

- Attends City Council, Board, Commission and Committee meetings as required and provide administrative support as needed.
- Performs other related duties and fulfills responsibilities as required.

QUALIFICATIONS:

- Bachelor's degree in political science, communications, public administration, business administration or a closely related field or six (6) years equivalent public administration or complex administrative experience
- Grant Research and Writing Experience Preferred
- Experience in special project management or managerial administration in public administration, or municipal, county or state government is preferred
- Valid Texas Driver's License with acceptable driving record

WORK LOCATION AND HOURS:

- City Hall
- Monday – Friday 8:00 A.M. – 5:00 P.M.
- Must be able to work evenings, weekends, and holidays as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain cooperative and effective working relationships with City officials, employees, event sponsors, vendors, and the general public.
- Knowledge of marketing, graphic design and presentation development.
- Knowledge in Microsoft applications and general office equipment
- Skills in social media messaging
- Knowledge in Municipal or County government services and programs