



251117 Job Description - Special Projects Officer

Job Type: Full-Time

Salary: DOQ

Min Experience: 3 Years

Min Education: Bachelor's Degree

Required Travel: 10-25%

Salary Type: Annual Salary (DOQ)

Job Function: City Manager's Office / Administration

Job Summary:

The Special Projects Officer supports the City Manager in planning, coordinating, and executing high-impact projects that advance Kirby's mission of delivering excellent municipal services in a fiscally responsible manner. This position manages a variety of initiatives—such as capital improvement planning, community engagement for bond programs, grant development, and interdepartmental coordination—designed to promote the City's core values of Integrity, Leadership, Accountability, Quality of Service, and Innovation. The Special Projects Officer serves as a key strategic partner in advancing citywide priorities and ensuring seamless execution of complex municipal initiatives.

Principal Duties and Responsibilities:

The following duties are NOT intended to serve as a comprehensive list of all duties performed, but 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.

- Plans, organizes, and monitors citywide special projects including capital projects, strategic initiatives, and community programs
- Develops project schedules, milestones, budgets, and performance measures
- Coordinates with contractors, consultants, and staff to ensure projects are delivered on time and within budget
- Designs and implements community surveys, focus groups, and informational materials related to capital and bond projects
- Represents the City at community meetings, civic events, and regional forums
- Manages community engagement efforts for bond elections and capital project referendums
- Researches and identifies potential grant opportunities and funding sources from federal, state, and private entities
- Prepares grant applications, manages reporting requirements, and monitors compliance with grant terms
- Assists in implementing components of the City's Strategic Plan, Annual Budget, and Capital Improvement Plan
- Serves as liaison between departments to streamline communication and ensure unified execution of city priorities

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- Recommends process improvements and technology solutions that enhance service delivery
- Prepares reports, presentations, and briefing materials for the City Manager and City Council
- Coordinates Keep Kirby Beautiful, Kirby Clean & Safe, and Kirby Business Highlights initiatives
- Develops strategic partnerships with Bexar County, local businesses, and community organizations
- Oversees infrastructure and facility improvement projects from conception through completion
- Conducts research and analysis on best practices in municipal operations and project management
- Assists with public communications and community outreach related to city initiatives
- Monitors project budgets and expenditures to ensure fiscal responsibility
- Maintains comprehensive documentation and records for all assigned projects
- Performs other duties as assigned to support the City Manager's Office and citywide goals

Physical and Environmental Conditions:

Primarily office work with occasional field visits or attendance at public meetings, council sessions, and community events. May require evening or weekend hours for community engagement or project oversight. May occasionally lift or move objects up to 25 pounds. Regular interaction with elected officials, department heads, contractors, consultants, and community stakeholders.

Required Knowledge, Skills and Abilities:

- Comprehensive understanding of municipal government operations, public policy, and local government finance
- Strong project management, organizational, and analytical skills
- Excellent written, verbal, and presentation skills for diverse audiences
- Ability to build and maintain positive working relationships with residents, staff, elected officials, and community partners
- Capacity to manage multiple priorities with professionalism, discretion, and integrity
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), project tracking software, and data visualization tools
- Knowledge of grant writing, research, and compliance procedures
- Ability to interpret complex regulations, policies, and technical documents
- Strong problem-solving skills and ability to think strategically
- Ability to maintain confidentiality and exercise sound judgment in sensitive matters
- Excellent time management skills with ability to meet deadlines in a dynamic environment

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Machines, Tools, Equipment and Work Aids:

- Computers and related software
- Workstations
- Printer
- Copier
- Scanner
- Project management software (e.g., Microsoft Project, Asana, Trello)
- Data visualization and presentation tools
- Survey and community engagement platforms
- Geographic Information Systems (GIS) as needed

Education, Certifications and Experience Required:

- Bachelor's degree in Public Administration, Political Science, Business Administration, Urban Planning, or a related field required
- Master's degree in Public Administration (MPA) or related field preferred
- Minimum of three (3) years of progressively responsible experience in local government, project management, or community development
- Experience in capital projects, grant administration, or municipal operations preferred
- Experience with bond elections or community engagement initiatives highly desirable
- Valid Texas Class C Driver's License required
- Project Management Professional (PMP) certification preferred, but not required
- Grant writing certification or training preferred

DISASTER SERVICE WORKERS CLAUSE

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information and accepted with a completed City application. Applications may be submitted online, in person at Kirby City Hall, 112 Bauman Street or through the Texas Municipal League website at www.tml.org.
