CITY OF SAN ANTONIO
CLASS SPECIFICATION

SPECIAL PROJECTS OFFICER (0865)

EEO CATEGORY: Professionals

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: General (4A)

SALARY RANGE: $33,240- $49,860

JOB SUMMARY:
Under direction, is responsible for performing administrative professional work coordinating projects and activities between various divisions, departments, public agencies, and private sector representatives. May exercise supervision over professional and administrative staff.

ESSENTIAL JOB FUNCTIONS:
1. Monitors projects, sets deadlines, schedules meetings, analyzes issues, and provides recommendations.
2. Prepares reports and presentations.
3. Works to insure coordination between divisions within the department.
4. Investigates areas of subject matter in a comprehensive manner by acquiring and analyzing a variety of pertinent information.
5. Organizes and prepares written summaries of project reports and action plans in a timely manner.
6. Develops, implements, and manages urban planning issues related to projects.
7. Serves as a liaison between private sector interests and consultants.
8. Develops marketing-related material for other departments and the general public.
9. Assists outside agencies in addressing and improving identified deficiencies.
10. Performs related duties and fulfills responsibilities as required.

DEPARTMENT-SPECIFIC JOB FUNCTIONS: (*General variations in Job Functions by Department*)
None

EDUCATION AND EXPERIENCE:
1. Bachelor's Degree from an accredited college or university with preferable coursework in Public Administration, Real Estate, Banking, Finance, Business, or a related field.
2. Three (3) years of increasingly responsible experience in public administration, real estate, banking, finance, business, or a related field.
3. **Or** Equivalent combination of education and experience.

LICENSES OR CERTIFICATES:
None

KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of principles of personnel administration and human resources and EEO policies, practices, and procedures.
2. Ability to communicate clearly and effectively, both verbally and in writing.
3. Ability to maintain effective working relationships with co-workers, supervisors, consultants, agencies, and the general public.
4. Ability to conduct studies and generate appropriate and well-researched reports.
5. Ability to supervise, train, and evaluate assigned staff members.

SPECIAL PROJECTS OFFICER (0865)

PHYSICAL DEMANDS AND WORKING CONDITIONS:
Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

REVISED: October 1998