



OFFICE OF THE CITY COUNCIL/MAYOR SPECIAL PROJECTS

Job title	<i>Special Projects</i>
Salary Range	<i>Set by Elected Official</i>
Reports to	<i>The title of the position that the job incumbent reports to</i>

“This is a position being hired by City Council Member / Mayor _____. Assistants are not City Employees, but are employees of the Mayor or the individual Councilmember. These Assistants answer only to the Mayor or Councilmember by whom they are employed, and represent only the respective Mayor or Councilmember’s point of view in serving constituents.”

Job purpose

- Under general direction from the Elected Official, performs a variety of professional duties involved in the coordination of activities for the District with city departments and external organizations. Provide information and assistance to the public. Will work closely with individuals, advocacy groups and other associations to provide information or referrals for City services.

Duties and responsibilities

- Work directly with the Citizens of San Antonio on a daily basis
- Serves in assisting meeting constituency needs within the parameters of City’s policies and procedures.
- Serves as a professional staff to support project related activities for the Council District.
- Serves as the project manager for special projects or new development initiatives which are highly visible with active community or education involvement.
- Develops and implements new programs and resolutions to issues.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality customer services.
- Responsible for managing the City Council Project Funds program for the Council District; to include reviewing request for funding, briefing the councilmember and coordinating with the Chief of Staff.
- Assists in facilitating meetings and events for the District.
- May attend meetings with City Council, City staff, neighborhood associations, other community groups or individuals and organizations as required. To include some evening and weekend work.
- Performs related duties and fulfills responsibilities as required.



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Preferred Qualifications

Preferred Qualifications include:

- Bachelor's Degree from an accredited college or university with major coursework in Political Science, Public Administration, Business Administration or related field.
- Two (2) years of increasingly responsible administrative, customer service, problem solving.
- Or combination of education and experience.

Knowledge, Skills & Abilities

- Ability to learn city services, programs, codes and ordinances.
- Ability to learn and apply policies and procedures utilized in handling complaints.
- Skill in utilizing a personal computer.
- Ability to exercise quick judgment, diplomacy, and follow through.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to respond to inquiries, complaints and requests for services in a fair and tactful manner.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to develop clear and concise reports.
- Ability to perform all the physical requirements of the job.

Work Location/Hours

Work Location:

City Hall – 4th Floor
100 Military Plaza
San Antonio, TX 78205

Work Hours:

7:45 a.m. – 4:30 p.m.

*Some possible evenings and weekends

Application Instructions:

Interested individuals should email a letter of interest and resume to:

Christopher Callanen

Assistant to City Council

Email: Christopher.Callanen@sanantonio.gov