

**Special Projects Coordinator/Executive Assistant**  
**City of Lucas, Lucas Texas**

The City of Lucas is ready to offer a job to an exceptional individual, with a servant heart that is ready to join our family-friendly, hard-working team. This extraordinary individual will lead the way in organizing and implementing the City's special events, as well as assist our City Manager in anything she needs, such as coordinating and scheduling meetings, public outreach efforts, conducting and compiling research projects, and providing outstanding customer service to the City's internal and external customers. This dynamic individual needs to have excellent writing skills that will be featured in the City's monthly newsletter, create programs to enhance municipal services, liaison to the Keep Lucas Beautiful Program, and ensure efficient operations of the Administration Department. This self-motivated individual will need to bring to the table the following items:

- Must be able to maintain confidentiality regarding sensitive and political issues.
- Exceptional organizational skills including time-management.
- Extremely strong knowledge and abilities in the use of personal computers, applicable software applications, and internet use.
- Highly developed knowledge of administrative practices and procedures.
- Excellent written and verbal communication skills.
- Ability to work effectively under pressure.
- Ability to coordinate services from various sources to achieve satisfactory resolution of problems and issues while meeting deadlines.
- Exceptional skills communicating with the public in a professional manner.
- Ability to address and resolve issues and provide feedback in a timely manner.
- Must have the flexibility to work evenings and weekends as required by the City Manager without advanced notice.
- Ability to exercise sound discretion and independent judgement with respect to matters of significance.

Experience and Education this dynamic individual needs:

- High school graduation or equivalent, with Associates degree in a relevant field of study preferred.
- Advanced course work in office administration or similar training is preferred.
- A minimum of seven (7) years of progressively responsible administrative work, with at least three years in a managerial/supervisory office management position is required. A substantial amount of experience in a similar public-sector setting preferred.
- Any equivalent combination of education and experience, equivalence to be determined by the City.

Fill out the application form and open a new door of opportunity with the City of Lucas.