

CITY OF VICKSBURG
DIRECTOR OF SPECIAL PROJECTS AND STRATEGIC INITIATIVES
JOB DESCRIPTION

Job Title: Director of Special Projects and Strategic Initiatives

Department: Office of the Mayor

Reports To: Mayor of the City of Vicksburg

Approved By: Board of Mayor and Aldermen on May 4, 2026

Position Summary

The director serves as a senior level part-time staff member in the Office of the Mayor. The responsibilities for this position include: (1) advancing primary mayoral objectives and priorities through strategic, effective, and efficient planning, (2) project management facilitation, maintenance, and initiation of new policies and procedures as directed, (3) stakeholder engagement, research and staff writing that actively seeks the procurement of grant funding opportunities and other available appropriations, (4) executive coordination of special managerial directives and oversight of specific operations.

Essential Duties and Responsibilities:

The duties listed below are not all-inclusive. The director shall perform other duties as assigned by the Mayor.

Strategic Support to the Mayor

- Advise the Mayor on various priorities, procedures, and available opportunities.
- Conduct the required necessary research to organize strategic plans and prepare thorough written reports that include recommendations accompanied by supporting documentation and related references.
- Track the progress of high priority initiatives and projects. This will include written quarterly reports to serve as routine status updates, and progress documentation.

Special Projects Management

- Act as the lead principal authority and execute tasks, projects, initiatives, and directives explicitly given and assigned by the mayor.
- Coordinate with specified departments and related personnel on unified tasked and/or specific detailed assignments as directed by the mayor.
- Ensure that projects remain on a consistent and routine on schedule, and tasks are completed in an efficient and timely manner.

Internal and External Executive Meetings & Associated Visitor Relations

- Meet with visitors, associates, and related colleagues on behalf of the mayor.
- Prepare agendas, memoranda, and other follow-up documentation for the related associated task or directive.

Preferred Qualifications

- A minimum of a bachelor's degree in Business Administration, Public Administration, Political Science, Communications, Planning, or related field.

- Experience in grantsmanship. This includes writing, administrating, reviewing, and securing grants and external funding awards.
- Experience working with elected officials, government agencies, and committees.
- Experience managing projects from concept to completion, including the implementation of policies, practices, and procedures to ensure sustainability. Self-motivated initiative to learn, and ability to work well with others in a group to accomplish a common goal.
- Strong public speaking and meeting facilitation skills.
- Familiarity with budgeting, contracts, and procurement processes.
- Knowledge of municipal government operations.

Work Schedule

Approximately 20–30 hours per week, as determined by the mayor.

Compensation

Part-time salary or hourly compensation based on qualifications and workload.