



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE:	MEDC Project Manager	JOB CODE:	9256
REPORTS TO:	MEDC President	SAFETY SENSITIVE:	No
FLSA:	Exempt	GRADE:	19

WORKING FOR THE CITY OF MCKINNEY

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named “The #1 Best Place to Live in America.” Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That’s why we exist.

OUR CORE VALUES

City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-inspired values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization.

SUMMARY OF POSITION

Under general supervision of the President and Senior Vice President of the McKinney Economic Development Corporation (MEDC), the Project Manager provides project management services, generates project leads and prospects, participates in Business Retention & Expansion initiatives, and responds to RFP’s with information and follow up information to prospects, attends trade shows and outbound trade missions and conferences and prepares reports as necessary.

GENERAL EXPECTATIONS FOR ALL EMPLOYEES

In order for us to continue to achieve our primary function of making McKinney a better place to live, work, and raise a family, we hold these expectations for all employees.

- Learn and demonstrate an understanding of how team, department, and City goals are interconnected.
- Contribute to a positive work culture.
- Maintain regular and reliable attendance.
- Ability to assess his/her work performance or the work performance of the team.
- Contribute to the development of others and/or the working unit or overall organization.
- Ability and willingness to work as part of a team, to demonstrate team skills, and to perform a fair share of team responsibilities.
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Handles inbound Requests for Proposals and Requests for Information as assigned by the SVP.
- Seeks out qualified project leads through recruitment efforts, networking, and industry engagement.
- Manages a portfolio of recruitment, retention, and expansion projects.
- Tracks, manages, implements, and ensures compliance for MEDC projects as assigned.
- Develops and implements, special reports and communications as needed by the President and Senior Vice President.
- Attends trade shows, marketing events, and conferences as assigned.
- Participates in all Business Retention & Expansion programs as assigned and performs BRE visits to a portfolio of existing businesses within the City of McKinney.
- Supports all marketing initiatives and missions.

- Supports creation and implementation of community outreach programs.
- Works closely with City on McKinney Development Services departments and other departments as needed
- Meets assigned KPI's and reports on all monthly KPI's as assigned by Senior Vice President
- Comply with all written City policies and procedures.
- Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.
- Performs other duties as assigned by the MEDC President and Senior Vice President.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

- Ability to embrace and embody the City's core values of Respect, Integrity, Service, and Excellence (R.I.S.E.).
- Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided.
- Ability to produce desired work outcomes, including quality, quantity, and timeliness.
- Ability to plan and organize work, time, and resources, and if applicable, that of subordinates.
- Knowledge of Economic Development principles and practices.
- Skill in communicating with the general public, other City employees, professional service providers, and prospects to gather and provide information.
- Skill in establishing and maintaining effective working relationships with management, co-workers, other City employees, prospects, and the general public.
- Proficient in the use of computer applications such as Microsoft Office Suite, Salesforce, Hoovers, etc. as required.
- Ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Ability to offer flexibility and adaptability, especially during times of change.
- Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Public, Economic Development or Business Administration or related field is required. Two years of economic development or related experience is preferred.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications may be an acceptable substitute for the above specified education and experience requirements.

CONDITIONS OF EMPLOYMENT

- Must pass a drug screen and background check.
- Must have Class C Texas Driver's License

PHYSICAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (5-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require visual and sound perception and oral communications ability.

WORK ENVIRONMENT

Tasks do not involve exposure to adverse environmental conditions.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The City of McKinney is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

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