



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE:	Senior Vice President	JOB CODE:	9053
REPORTS TO:	MEDC President	SAFETY SENSITIVE:	No
FLSA:	Exempt	GRADE:	27

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 direction of the MEDC President, the Senior Vice President (SVP) of Economic Development is responsible for planning, directing, managing, and overseeing the activities and operations of the McKinney Economic Development Corporation projects team, including business development, business retention and expansion, emerging technology, corporate recruitment, corporate expansion and international programs. The SVP will also serve as community liaison within McKinney and be responsible for managing community engagement activities as well as managing outreach programs to prospective clients and businesses.

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.
- 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

- Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within MEDC policy, appropriate service levels; and allocates resources accordingly.
- Acts as official departmental representative to other city departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates project related incentive and support. Responds to the MEDC Board of Directors, City management and the Mayor and Council regarding economic development and redevelopment projects in person and through written reports when needed.

- Responds to and resolves sensitive inquiries and complaints from both internal and external sources. Works with citizen groups to develop and implement short-term and long-term economic development objectives and programs.
- Coordinates assigned activities with other city departments and outside agencies; provides highly responsible and complex administrative support to the MEDC President.
- Assesses the local and state economy for strengths and weaknesses to assist in strategy formulation and program development to propose for implementation.
- Develops, coordinates, and implements strategies and programs to promote the City of McKinney to outside businesses.
- Develops and manages programs to assist new and expanding businesses in obtaining financing and to provide financial incentives to encourage companies to locate in priority areas.
- Prepares and implements special strategies and action plans in marketing/promotional efforts for priority areas within the City, often in conjunction with community-based organizations.
- Develops and negotiates contracts between the City, private developers and other governmental entities in major, high profile redevelopment projects, such as mixed-use development, corporate relocations and office/industrial developments.
- Responsible for the limited range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

OTHER JOB FUNCTIONS:

- Perform other duties as assigned or directed.

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.
- Requires a professional appearance and behavior with a focus on unparalleled customer service.
- Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
- Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
- Requires flexible work hours to accommodate networking and off-site meetings as well as travel both domestically and internationally.
- Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to calculate, compute, tabulate and summarize data and/or information. Includes the ability to perform subsequent analysis and actions in relation to these computational operations.
- Prior use and management of a CRM system a plus.
- Requires the ability to operate computer, printers, AV and other office equipment.
- Pass a drug screen and a background check.
- Experience working in an office environment and supporting a team; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Resourceful; detail-oriented; proactive; solution-focused; able to work independently; demonstrates strong work ethic.
- Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in public or business administration, economic development, urban planning, or in a closely related field, plus five (5) years' experience in oversight or managing projects and programs in urban economic development, economics, business assistance, public facility or infrastructure development, commercial development, public and/or private finance, or workforce development. A Master's degree may substitute for two (2) years of experience.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is 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

The ability to lift and / or exert force up to twenty-five (25) pounds may be required.

WORK ENVIRONMENT

There is limited exposure to 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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