



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE:	MEDC Director of Business Retention & Workforce Development	JOB CODE:	9055
REPORTS TO:	MEDC President & SVP	SAFETY SENSITIVE:	No
FLSA:	Exempt	GRADE:	23

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. Proudly recognized on the Top Workplaces USA list by USA TODAY, our team is dedicated to making McKinney one of the best places to work, live, and raise a family. That's why we exist. Join us and start making a difference today.

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 (HPO).

SUMMARY OF POSITION

The MEDC Director of Business Retention & Workforce Development is responsible for fostering and strengthening relationships with existing businesses while addressing workforce development needs to ensure sustained economic growth. This role will serve as a liaison between businesses, educational institutions, workforce training providers, and government entities to ensure alignment of workforce skills with the needs of employers. This position will also involve collaborating on initiatives to enhance talent retention, provide workforce upskilling opportunities, and respond to the evolving workforce demands of growing industries.

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

- Helps develop goals and objectives in support of the organization's strategic plan by utilizing performance metrics and reporting tools to assess and communicate outcomes.
- Builds relationships with prospects, consultants, and company decision makers.
- Responsible for files, records, databases, listings, and other reference materials used to recruit and retain businesses, including specific business data and trends, demographic profiles

and related materials.

- Develops and monitors programs to encourage the attraction and expansion of new and existing employers to the community.
- Assesses real estate development projects and financial gaps, conducts cost-benefit analyses, and makes recommendations to EDC leadership to include incentive and project financing structure.
- Identifies needs and opportunities to support existing businesses and develop programs as appropriate.
- Cultivates and maintains effective working relationships with various public and private organizations associated with community economic development and community betterment.
- Assesses businesses feedback, needs, opportunities and responses to inform recruitment and BRE strategies, programs, and tools.
- Assists businesses in navigating government programs, tax incentives, and economic development tools.
- Maintains a system of contact and dialogue with McKinney's major employers and high-impact companies and facilitate an interface between these companies and MEDC leadership.
- Maintains BRE Partnership with external organizations and catalog existing programs and services that are offered by other organizations (Chamber of Commerce, SBA, SBDC, etc.) that can assist McKinney-based companies.
- Collaborates with MEDC Projects Team, Operations Team and Marketing Teams as needed.
- Establishes strong working relationships with the City of McKinney, McKinney Chamber of Commerce, School Districts serving the City of McKinney, Collin County, and Collin College District.
- Collaborates with the Collin County Community College District and other external workforce focused partners on opportunities to improve the skills, training and education of McKinney's workforce.
- Develops and maintains workforce programs and initiatives.
- Promotes and facilitates internship, apprenticeship, and job placement programs that connect local talent with career opportunities in the community.
- Represents the community of McKinney in a professional and positive manner with business leaders to promote McKinney as a place to conduct business.
- Acts as liaison between clients and all operating departments of the City of McKinney.
- May attend Industry related events or special meetings.
- Supervises the Economic Development Specialist position.
- Manages other assigned Special Projects as required.

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.
- Ability to manage and prioritize multiple projects simultaneously.
- Ability to develop and manage program budgets.
- Strong Attention to detail.
- Creative/innovative thinker with the ability to generate and/or adapt to new industry techniques and methodologies.
- Ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Ability to work under little supervision and take ownership of tasks and projects. Build professional relationships with internal staff and customers.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.
- Proficiency in Microsoft Office Suite, and familiarity with modern project management software or tools.

MINIMUM QUALIFICATIONS

Any work related experience resulting in acceptable proficiency levels in the below Minimum Qualifications may be an acceptable substitute.

Bachelor's degree in economic development / business administration or related field with a minimum of three (3) years of experience in economic development agency.

PREFERRED QUALIFICATIONS

- MBA/MPA Strongly preferred.
- Experience in Economic Development Agency/Municipality preferred.

CONDITIONS OF EMPLOYMENT

- Must pass a drug screen, driving record check, 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 light weight (5-10 pounds). Tasks may involve extended periods at a keyboard or workstation. Some tasks require visual perception, discrimination, and oral communications ability.

WORK ENVIRONMENT

May be subject to repetitive motion such as typing, data entry and vision to monitor. May be subject to extended periods of standing, bending, reaching, kneeling and lifting, such as setting up for meetings and events, transporting equipment, or materials and supplies. Must be able to occasionally lift up to twenty-five (25) pounds. Work is performed in an office setting, off-site and at special events..

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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