



## **MEDC / CITY OF MCKINNEY JOB DESCRIPTION**

**JOB TITLE:** Executive Assistant – MEDC  
**REPORTS TO:** MEDC Operations Manager  
**FLSA:** Non-Exempt

**JOB CODE:**  
**SAFETY SENSITIVE:** No  
**GRADE:** 10

### **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 Operations Manager, the Executive Assistant performs an array of administrative functions to support the operation of the McKinney Economic Development Corporation (MEDC). This position is also responsible for general office duties; providing unparalleled customer service; preparing for Board of Directors meetings; coordinating events; performing accounts payable duties.

### **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**

- Serves as “Director of First Impressions” providing unparalleled customer service for City staff, clients, prospects, vendors, and visitors.
- Responsible for opening and closing the office Monday-Friday, 8:00 am – 5:00 pm and coordinating coverage when necessary.
- Serves as support to the MEDC Operations Manager including but not limited to MEDC; board member orientations, new hires, compliance maintenance, expense tracking and year end processes.
- Serves as support to the MEDC President: manages his/her calendar, schedules meetings, appointments, interviews, or other activities. Types, prepares, transcribes, proofreads, and/or completes various reports, correspondence, logs, lists, forms, schedules, itineraries, and agendas.
- Maintains petty cash.
- Relieves executive staff of administrative tasks; types, composes, edits, or proofreads various documentation; maintains shared calendars and schedules meetings, appointments, interviews, or other activities as assigned.
- Coordinates and books travel arrangements, accommodations, conference registrations, and

related plans for staff, prepares necessary forms for approval as outlined in MEDC and/or City policies.

- Coordinates all events from set up to tear down where MEDC has a presence or is a sponsor: serves as key contact with host site and meeting planner, researches and selects vendors and venues, sends invites, plans transportation, orders promotional items and prepares detailed budgets for each event and finalizes with actual expenses.
- Serves as administrative contact for MEDC Board members.
- Prepares for MEDC Board and committee meetings including but not limited to: sending and/or maintaining recurring calendar invites, coordinates arrangements for meeting rooms/facilities, drafts and posts official agendas, prepares and/or gathers meeting materials, binders, reports, etc., serves as first clerk on meeting day, ensures proper set up including a/v needs, prepares official minutes for posting.
- Attends meetings and forums hosted by the City Secretary's Office to remain current on procedures and processes relating to public meetings.
- Performs accounts payable duties and facilitates purchasing activities.
- Reconciles staff procurement card transactions, collects receipts and other backup documentation.
- Monitors office needs and submits maintenance requests.
- Monitors inventory of office supplies: ensures availability of adequate materials to conduct work activities; initiates requests/orders for new or replacement supplies; obtains price quotes when needed.
- Maintains and updates office function manuals, and other reference materials.
- Maintains and updates filing and software systems. Prepares files, organizes documentation, and files hardcopy and softcopy documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.
- Operates and maintains office equipment; replenishes paper, ink, toner, etc.
- Maintains common office areas and conference room; organizes, cleans, and replenishes office and kitchen supplies, food, and beverages.
- Processes incoming/outgoing mail: sorts, organizes, opens, stamps, and distributes incoming mail; receives/signs for incoming mail/packages and delivers to appropriate personnel; processes outgoing mail.
- Answers and screens telephone calls, email, and other communications and initiates appropriate action/response.
- Performs other duties as assigned.
- Complies with all written City policies and procedures.
- Adheres to assigned work schedule as outlined in City and department attendance policies and procedures.

#### **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 the ability to utilize a wide variety of descriptive data and information, such as city policies, and instruction manuals.
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. 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**

High school diploma; supplemented by three (5) years previous experience and/or training involving office management, office management/administration, secretarial work, meeting coordination, basic bookkeeping, customer service, record/file management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**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.**

### **PREFERRED QUALIFICATIONS**

College degree; and use of Legistar and Salesforce a plus.

### **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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Approved by Peter Tokar 8/20/2021  
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