



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE: Director of Business Development
REPORTS TO: MEDC President
FLSA: Exempt

JOB CODE NO:
SAFETY SENSITIVE: No
GRADE: Z

SUMMARY OF POSITION

Under general supervision of the President/CEO and Executive Vice President of the McKinney Economic Development Corporations, this position is responsible for working with designated local, state and federal agencies as well as other public and private organizations to help development McKinney's economy. This position may perform other related functions as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for assisting the President/CEO and Executive Vice President in the Economic Development activities within Collin County and working in mutual cooperation with designated local, state, and federal agencies and other public and private organization involved in the development of McKinney's economy.

Develops and maintains strong relationships with various consultants, brokers, associations and entities that can assist in the quality development of the City of McKinney.

Represents MEDC and the City of McKinney at various recruitment missions, site-selector and broker events, and other off-site recruitment activities. Substantial travel may be required.

Responsible for the development and maintenance of a project tracking software as well as contact and various other databases.

Acts as liaison with the Chamber of Commerce, City of McKinney and any assigned boards, commissions, committees and task forces, unless otherwise assigned.

May direct activities of assigned professional, technical, and/or clerical staff. Supervisory duties include instructing, assigning, reviewing, and planning the work of others. Also includes monitoring standards, coordinating activities, allocating personnel, and determining employee promotions and salary increase as appropriate.

Assists with the development and administration of the annual budget.

Prepares, implements, and administers long-range economic development recruitment programs and techniques in a competitive environment.

Demonstrates a strong knowledge of the principles and practices of economic development, tax, and financial inducements, governmental affairs and public relations.

Maintains accurate and current statistical and technical information regarding the City of McKinney in order to market McKinney to existing as well as prospective businesses and industries.

Cultivates and maintains effective working relationships with various public and private organizations associated with community economic development and community betterment.

Researches, interprets, and ensures compliance with all laws, rules, and regulations governing the MEDC and its operations.

Cooperates with the Board and President/CEO in carrying out policies, programs, and activities as directed by the MEDC Board, President/CEO or designee.

Initiates and maintains contact with representatives of industry and commerce as well as federal, state, and local officials on economic development activities in McKinney.

Attends MEDC Board meetings when possible.

Serves on multiple boards, committees, associations and councils.

Acts in the absence of the President/CEO and Executive Vice President of MEDC in his/her absence.

Performs other duties as assigned.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other related duties as assigned.

Comply with all written City policies and procedures.

Adhere to assigned work schedule as outlined in City and department attendance policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

Requires strong interpersonal, communications, and project management skills.

Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Requires the ability to apply principles of persuasion and/or influence.

Requires the ability to inform and guide others by applying principles of counseling in addressing specific situations.

Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Requires the ability to perform addition, subtraction, multiplication, and division and calculate decimals and percentages. Ability to utilize fractions, interpret graphs, and perform mathematical operations involving basic algebraic principles and formulas.

Requires the ability to apply principles of rational systems, interpret instructions furnished in written, oral, diagrammatic, or schedule form. Must have the ability to exercise independent judgment to adopt or modify methods and standard to meet variations in assigned objectives.

Requires the ability to lead, manage, and motivate others. Ability to exercise independent judgment of facts, decisiveness, and creativity in situations involving a variety of generally pre-determined duties, which are often characterized by frequent change.

The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.

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

Bachelor’s degree and progressive experience in any of the following areas: Public Administration, Planning, Real Estate, Marketing, Public Relations, or local government.

Three (3) years of progressively responsible experience in Economic Development

CCED certification is desirable.

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

PHYSICAL DEMANDS

Tasks require 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). Task may involve extended periods of time at a keyboard or workstation.

WORK ENVIRONMENT

Essential functions are regularly performed without exposure to adverse environmental conditions.

SUPPLEMENTAL

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.

ORIGINAL DATE ISSUED:

REVISION ISSUE DATE:

APPROVED BY:

Director of Human Resources Date

Department Director Date