



CITY OF MCKINNEY

JOB DESCRIPTION

JOB TITLE: Economic Development Coordinator
REPORTS TO: President of Economic Development/
Executive Vice President of Economic
Development
FLSA: Non-Exempt

JOB CODE NO:
SAFETY SENSITIVE: No

GRADE: L

SUMMARY OF POSITION

Under general supervision of the President and Executive Vice President of the McKinney Economic Development Corporation, the Economic Development Coordinator provides administrative support for the President and Executive Vice President; provides information and follow up information to prospects; and prepares reports as necessary.

DUTIES AND RESPONSIBILITIES

- Handles logistics and coordination of business travel including correspondence and reservations
- Assembles and ships information packets and other sales material.
- Conducts follow-up with prospects.
- Tracks, manages, implements, and ensures compliance for MEDC projects as directed.
- Develops, implements, and provides special reports and communications as needed by the President and Executive Vice President.
- Assists with general research and proposal writing as needed.
- Provides general administrative support as needed.
- 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 Executive Vice President.

KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS

- Knowledge of Economic Development principles and practices.
- Skilled in communicating with the general public, other City employees, professional service providers, and prospects to gather and provide information.
- Skilled 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.
- The ability to work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Offer flexibility and adaptability, especially during times of change.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

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

Valid Texas Driver's License.

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.

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.

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