

McKinney, Texas Assistant City Manager ...Unique by Nature



Incorporated in 1848, McKinney is the seat of Collin County. Both the city and the county are named for Collin McKinney who was a land surveyor, patriot, legislator, and signer of the Texas Declaration of Independence. Located just 30 miles north of Dallas, McKinney offers a unique and inviting mix of history, tree-lined neighborhoods, high-tech businesses, great schools, gently rolling hills, and beautiful parks and lakes.

McKinney maintains a friendly charm and quaint, small-town feel, while managing the growth of one of the fastest-growing cities in America. McKinney trails only North Las Vegas in national growth for communities of more than 100,000 people.



Close to Dallas, but far from it, McKinney's charm and comfortable pace is quite different from the metroplex's urban sprawl. The city's tree-lined streets, historic downtown and tight-knit community give McKinney a friendly, small-town feel, despite being only 30 miles north of Dallas.

From *Time* to the *Wall Street Journal*, the nation is taking notice of the one-of-a-kind developments, community spirit, and quality of life that makes McKinney's unique nature second to none. In the August issue of *Money Magazine*, McKinney was ranked in the top 15 small cities to live in the country. McKinney debuted on the annual list at #14, besting other North Texas cities that include Carrollton, Richardson and Allen."

Rolling hills, plentiful parks and pristine lakes and creeks provide a natural background for McKinney's vibrant downtown district, expansive economic development and unique neighborhoods. The historic downtown offers more than 100 unique shops, art galleries, antique collections and more than a dozen restaurants, including upscale dining featuring award-winning chefs, outdoor dining and neighborhood pubs. Several festivals are anchored in downtown each year and bring in thousands of new and repeat visitors.

The centerpiece of McKinney's downtown is the McKinney Performing Arts Center (MPAC) at the Historic Collin County Courthouse. The performing arts venue features a 480-seat theater and variable room acoustic system. Performers such as Crystal Gayle, the Oak Ridge Boys and Debbie Reynolds have graced its stage. In addition to the theater, MPAC includes several multi-purpose spaces, including a reception hall, auditorium, rehearsal space, audiovisual equipped classrooms, art gallery and executive suites. Shopping and dining establishments are popping up nearly every day at Eldorado and US 75 and throughout the city's west side.

Outdoor and sports enthusiasts will find much to love in McKinney as well. The Heard Natural Science Museum and Wildlife Sanctuary is a 289-acre outdoor preserve and nature museum. Erwin Park offers one of the most demanding mountain bike trails in the area. The picturesque Towne Lake recreation area, one of McKinney's beautiful city parks, features a lake with Swan paddle boats, trails, picnic pavilions and playgrounds.

Facts:

- Population: 124,290 (est. Sept 08)
- Total Employees: 850
- Municipal Airport: 1
- Annual Average Temp.: 65.7 F Annual
- Average Rainfall: 33.22"
- Annual Average Snowfall: 2.70"

McKinney has a unique neighborhood for every lifestyle and income level. Whether you are in the market for a starter house, country club environment or restored historic home, McKinney has an option for you.

McKinney offers outstanding schools and values and supports education as a cornerstone of a strong and viable community. The city currently has three high schools – McKinney High School, McKinney North High School and McKinney Boyd High School, which opened in 2006.

The city hosts the annual Mickey Mantle baseball tournament and is home to the McKinney Marshals, a Texas Collegiate League team. The Marshals play at the new Ballfields at Craig Ranch, a 14-field, 75-acre baseball, softball and physical-training complex. The McKinney Soccer Complex at Craig Ranch is located next to the Ballfields and features 13 tournament-ready soccer fields.

Craig Ranch is also home to the new Tournament Players Club at Craig Ranch, the only PGA Tour-owned and -operated golf course in Texas. The TPC is one of nine beautiful courses in McKinney, which is home to a number of professional golfers and world-class golf instruction. The internationally recognized, 2000+ acre Craig Ranch development at the southwest corner of McKinney saw major development announcements that total over \$1 billion in 2006. Netherlands-based hotelier Golden Tulip plans to build an 8-story European style resort hotel across from the TPC Craig Ranch clubhouse, plus two mid-range hotels for guests and an indoor-outdoor family entertainment center and water park.



Residential housing and retail shopping were again the theme with the announcement of Times Square at Craig Ranch in which 300 apartment units and commercial tenants will occupy 830,000-square feet near the TPC at Craig Ranch. The Cooper Wellness Complex will soon open in Craig Ranch, founded by the father of aerobics Dr. Kenneth Cooper, and Olympic gold-medalist Michael Johnson's training center is attracting athletes from around the globe.

A short distance away, an Eastern European village is rising on the banks of an area lake. Adriatica at Stonebridge Ranch is modeled after the village of Supetar, Croatia and offers European charm in the middle of one of America's fastest-growing cities.

Collin County Regional Airport is rapidly emerging as the new corporate airport of choice for businesses operating in the North Dallas area. The airport is much less congested than fields in Dallas, and is currently home to several corporate tenants, including Texas Instruments, EDS, Crossmark, Inc., Encore Wire, United American Insurance, McKinney Aerospace, Lattimore Materials, Pinjet Aviation and North Dallas Aviation.

When combined, general aviation tenants and visitors at CCRA are responsible for \$65.7 million in total economic output, approximately 470 full-time positions, and \$13.1 million in payroll. Collin County Regional Airport is situated between SH 121, U.S. 75 and SH 380 and is minutes from downtown Dallas, Richardson's Telecom Corridor and the Millennium and Legacy Business Parks. Studies are being conducted to assess the feasibility of commercial flight from the McKinney airport in the future.

McKinney's population is energetic, affluent and well educated. 48 percent of McKinney residents have college degrees while another 23 percent have attended – or are currently attending college. The median age is 31 and the estimated average household income is \$94,000. The City's commitment to responsible economic growth has led to several unique businesses planting roots in the city. The City's diverse economy includes a healthy mix of retail, office and manufacturing. Some of McKinney's leading employers include Raytheon, Blockbuster, Lattimore Materials, Encore Wire, the McKinney Medical Center, United American Insurance, Timber Blind Manufacturing, Orthofix and Simpson Strong-Tie. McKinney's diverse business community will soon be able to hold meetings of all size at the Gateway Center, a hotel and convention center complex at Highways 75 and 121. Because of the City's willingness to work with businesses thinking outside of the box, businesses find it's easy being green in McKinney. Pat Lobb Toyota of McKinney, the nation's first LEED-certified automobile dealership, joined Wal-Mart's "McKinney Experiment" as high profile, environmentally friendly businesses operating in McKinney. The green facilities by the world's largest retailer and world's second-largest automobile company, as well as four environmentally friendly schools and the first privately developed, LEED-certified Platinum office building in the country, are showcased at the city's new Web site, www.mckinneyinfo.com/green.

McKinney has a Council-Manager form of government. The City Council has seven members-four are elected to single-member districts and two, along with the Mayor, are elected at large.

The City Council is responsible for establishing City policies, considering City resolutions and ordinances, appointing citizens to all City boards and commissions, approving or rejecting zoning changes and accepting or amending the annual budget as presented by the City Manager.

McKinney's City Core Values S.P.I.R.I.T.

Service

We treat others with respect, sincerity, and cheerfulness.

Producing Quality Results

We plan, innovate, and execute tasks efficiently.

Integrity

Fairness and honesty guide our work.

Responsible Action

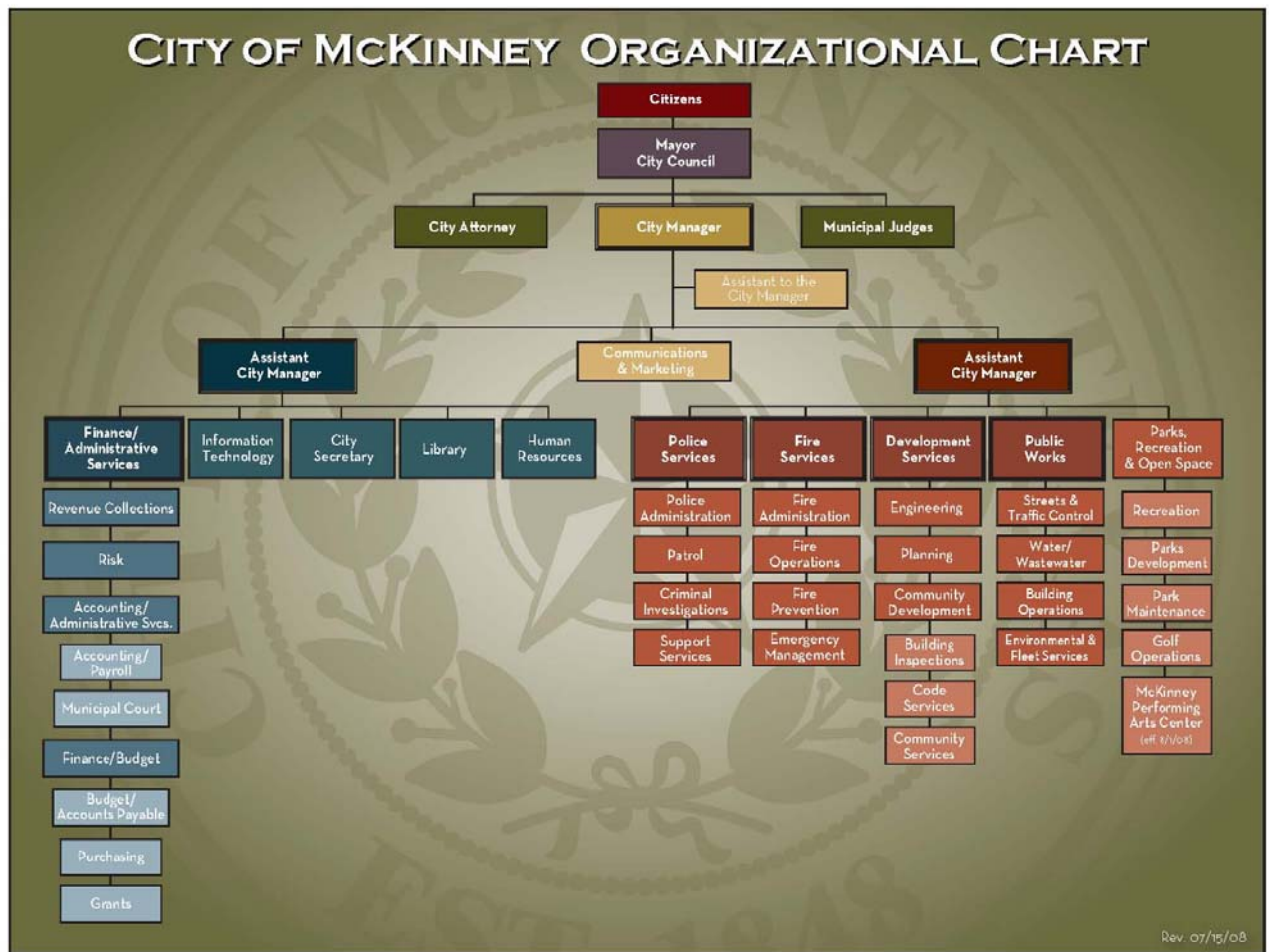
Taking pride in our work. Being accountable for our actions.

Innovation and Problem Solving

We take initiative...listening, questioning, exploring, and succeeding.

Teamwork

Open communication and selfless cooperation are our team goals.



Current Issues:

- Technology is continually changing and increasingly critical to all City operations
- Prioritizing Capital Improvement Projects (CIP)

Under general direction of the City Manager, the Assistant City Manager functions as the second administrative officer for administration of assigned areas of responsibility and all City administration as assigned in the absence of the City Manager. The Assistant City Manager provides administrative guidance to assigned departments, assists with budget development and administration, monitors internal controls and coordination of City programs and assists in the development and presentation of long and short-term strategic plans to meet organizational and developmental needs of the City. The Assistant City Manager responds to City Council on a regular basis regarding City issues and programs. The City Manager provides general supervision of the Assistant City Manager. The Assistant City Manager is responsible for supervision of assigned departments and divisions. Assignment of departments will vary, based on candidate strengths and experience.



Essential Duties And Responsibilities:

- Manages city departments and divisions as assigned by the City Manager
- Supervises professional, technical and clerical personnel; supervisory duties including instructing; assigning, reviewing and planning work of others; monitoring standards; coordinating activities; allocating personnel; and recommending employee transfers, promotions, discipline up to and including termination of employment, and salary increases as appropriate
- Assures that assigned area of responsibility are performed within budget; prepares cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures and efficient use of budgeted funds, personnel, materials, facilities and time
- Responds to and resolves citizen inquires and concerns; negotiates and resolves controversial issues; responds to City Manager, City Council, and city management team in a timely manner
- Attends, participates, and conducts high level internal and external meetings; represents the City with outside agencies, e.g. NCTCOG; and, represents the City on various boards as assigned
- Conducts one on one meetings with city staff, and consults with department and division heads, to review assigned projects, resolve personnel issues, and to gather pertinent information
- Interacts with City Council Members on a daily basis regarding City issues, programs, and special projects
- Participates in strategic planning, prioritizing and oversight of key information technology projects
- Participates in oversight of capital improvement projects planning and implementation
- Monitors work programs of various city departments; reviews and manages project development and progress
- Synthesizes complex information into concise, comprehensible communications presented in a professional written or oral format
- Interprets and administers City Ordinances; implements City and Council policies
- Represents the City Manager as needed and serves as acting City Manager as assigned
- Facilitates communication between City Manager and Division Executive Directors and department heads
- Interacts and meets with the public within the city offices or in the community on a regular basis
- Performs continual inspections of operational, administrative, and personnel functions and activities to identify any inefficiencies and ineffectiveness and then implements corrective workable solutions
- Reviews applicable Federal, State, and City laws, ordinances and regulations for compliance, and makes recommendations to appropriate departments where non-compliance issues might arise or develop and implement new ordinances and regulations to enhance, update, modify or clarify existing ordinances
- Assists with preparing and accepting items for inclusion in the official agenda for all City Council meetings. Receives staff input on all appropriate matter being considered by City Council. Develops and presents policy proposals for consideration after consultation with department heads, and private and governmental entities
- All behaviors comply with the City of McKinney Employee Handbook

The Ideal Candidate

Interested candidates should possess a Bachelor's degree in Public Administration, Business or closely related field AND seven (7) years previous experience that includes work in municipal government. An equivalent combination of education, training and experience may be considered. A Master's degree in Public Administration, Business or closely related field is preferred.

The ideal candidate should have experience in providing strategic planning, prioritization and oversight of information technology applications for municipal government. He/she will have oversight experience with the planning and implementation of Capital Improvement Projects (CIP). Candidates with municipal management experience in other communities with rapid growth and development challenges similar to those of McKinney strongly preferred. He/she should possess experience in economic and community development projects and an understanding of the development process. The ideal candidate should have strong interpersonal skills, effective communication skills and must have the capacity and interest to be an effective mentor and leader for staff. The candidate must exhibit strong coordination and relationship-building skills in working with the entire organization. He/she must set a positive example of competence, professionalism, energy and work ethic to the organization and community. This is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Manager in carrying out citywide initiatives and setting the tone and vision for the employees of the city.



Compensation

The City of McKinney is offering a very competitive salary range (based on candidate qualifications), benefits, and relocation assistance for a successful out of area candidate. Residency within the City of McKinney is not required but is strongly encouraged.

A comprehensive benefits package includes medical, dental, and prescription plans; a retirement program through Texas Municipal Retirement System; tuition assistance; as well as opportunities to participate in our upcoming Wellness Program. A complete Benefits Overview can be provided upon request.

How to Apply

Interested applicants should forward a transmittal letter of interest and a resume to:

Arcus Public
8170 Adams Drive
Hummelstown, PA 17036
Phone: 877.570.8040
Fax: 717.583.5103

E-mail:
resume.public@arcus.net