

*City of College Station, TX*

# Director of Planning and Development Services



*1101 Texas Ave. College Station, TX 77840*



## The Community

The City of College Station is located in the heart of central Texas with a population just over 117,000 and ranks among the 15 fastest-growing metros in the country. The City of College Station is the home to Texas A&M University, the third largest public university in the nation. Located only 100 miles from Houston and Austin and 160 miles from Dallas and San Antonio, College Station is within four hours driving time of more than 14 million people. A network of well-maintained highways and a nearby regional airport serviced by major international airlines facilitate quick transportation between College Station and the rest of the country.

College Station has been recognized as one of the nation's top 10 places for business, jobs, families and retirees. In addition, the city has been named America's No. 1 college town and was a finalist for the nation's friendliest.

College Station boasts one of the lowest property tax rates in Texas, and despite its exponential growth, has found a way to maintain a small-town feel while offering abundant entertainment and recreational opportunities in a safe and wholesome environment.

College Station is the only city in the country with six nationally accredited core service departments -- parks, public works, water, fire, police and public safety communications. It is among the safest and most family-friendly places in Texas, consistently maintaining one of the state's lowest crime rates. Kiplinger's has also ranked College Station among the nation's 10 best places to raise a family.

## Accolades

- No. 1, 10 Cities Primed for Economic Growth in 2018 -- CardRates.com (2018)
- No. 1, Best Places to Live in Texas -- Livability.com (2018)
- No. 4, Most Recession-Recovered Cities -- WalletHub (2017)
- No. 2, Best Texas College Towns for Fun & Affordability -- TurboTenant.com (2017)
- No. 4, Safest Cities in Texas -- Niche.com (2017)
- Fastest-growing non-suburb in Texas and No. 15, Fastest Growing U.S. Metros - U.S. Census Bureau (2016)

## Government

The City of College Station incorporated in 1938 and operates under a council-manager form of government. The council-manager form is the system of local government that combines strong political leadership, representative democracy through elected officials, and professional management. The form establishes a representative form of government by concentrating all power in the elected city council. The council hires a professionally trained and educated city manager to oversee the delivery of public services and the daily operations of the City. Council members are part-time volunteers who serve as the policy making board for the City's government.

## The Planning and Development Services Department

Planning & Development Services is responsible for services including land use, development, engineering, building regulations, comprehensive planning, floodplain management, and community development. The Department is currently divided into four Divisions: Engineering, Building, Development Coordination and Planning. These divisions are led by the City Engineer, Building Official, Development Coordinator and Assistant Director respectively. These four Divisions include nine business units: Administration, Civil Engineering, Drainage, Transportation, Building, Development Coordination, Planning, Greenways, and GIS/Mapping. The Planning & Development Services Department includes a staff of forty-four led by the Department Director.



## The Position

The Director of Planning and Development Services reports to the Deputy City Manager and is responsible for the organization, direction and management of the Planning and Development Services Department, including the following divisions: Administration, Development Review, Building Inspection, Planning, and Engineering. The Planning and Development Director is responsible for preparing and implementing plans and programs necessary to address City Council issues, directives and special projects.

## Essential Functions and Responsibilities:

- Plan, organize, integrate, oversee and evaluate Planning and Development Services activities and programs; develop, implement and monitor strategic plans, goals and objectives focused on achieving the City's mission and Council priorities.
- Direct all divisions of the Planning and Development Services, to include but not limited to hiring, evaluating, counseling, disciplining and terminating subordinate employees (in coordination with Human Resources). Monitoring workloads, objectives and the performance of subordinates.
- Prepare and implement plans, programs, permitting and inspection of construction, development and other projects.
- Plan, organize, direct and evaluate the performance of assigned staff; establish performance requirements and personal development targets; monitor performance and provide mentoring for performance improvement and development.
- Responsible for the investigation and disposition of disputes, complaints and disagreements regarding code and ordinance-related issues between departmental staff, other City departments, citizens, neighborhood groups, developers and development review applicants; respond to inquiries and participate in the development and implementation of resolutions.
- Oversee development projects, to include but not limited to, reviewing and approving engineering drawings for construction, ensuring compliance; and overseeing, directing and participating (as required) in site inspections of construction projects; and coordinating and working with consultants, developers, City departments and citizens in the preparation of plans, development review, preparation of codes and ordinances and other development-related projects.
- Advise the City Council, City Manager, citizen groups and boards, individuals, contractors and others on matters related to planning and development services programs and activities; assemble necessary resources to solve a broad range of challenges in the delivery of planning and development services; assist in the preparation of new City ordinances and the revision of existing ordinances.
- Prepare and monitor departmental budget ensuring cost effective, high impact use of monetary and non-monetary sources.
- Establish and maintain collaborative relationships with the development community and with City staff.

## Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in urban planning, architecture, construction management, public administration or a directly-related field and at least seven (7) or more years of progressively responsible planning experience, including five (5) years leadership experience. A Master's Degree in urban planning, architecture, construction management, public administration is preferred; an American Institute of Certified Planners (AICP) designation is highly desired.

## The Ideal Candidate

The ideal candidate will have municipal experience in urban planning, land use, development, engineering, building regulations, comprehensive planning, floodplain management, GIS, and community development, in addition to, knowledge of planning and development principles and practices, code administration, and ordinance development/enforcement.

The ideal candidate should be a forward-thinking leader with a genuine interest in community engagement. This individual must be politically astute with proven experience in building and maintaining a broad spectrum of partnerships both internally and with the community to ensure that a common vision is enacted and supported.

The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff. Strong collaboration and team building skills will be necessary for this individual; advanced public presentation skills, written and oral communication skills are imperative.

## Salary

The City of College Station is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: CSDPDS**

Affion Public  
2120 Market Street  
Suite 100  
Camp Hill, PA 17011  
888.321.4922  
Fax: 717-214-2205  
[www.affionpublic.com](http://www.affionpublic.com)



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