



BEE CAVE
TEXAS

DIRECTOR OF PLANNING AND DEVELOPMENT

City of Bee Cave, TX

The Community

Nestled at the gateway to the Texas Hill Country just 17 miles west of downtown Austin, the City of Bee Cave offers a unique blend of small-town charm, natural beauty, and vibrant community life. With a population of approximately 9,100, Bee Cave has grown from its humble beginnings into a thriving, family-friendly destination known for its scenic landscapes, year-round outdoor recreation, and welcoming spirit.

Founded in the 1850s near the confluence of Barton Creek and Little Barton Creek, Bee Cave derives its name from a nearby limestone cave once swarming with Mexican honeybees. Today, the buzz is all about the city's dynamic growth, upscale amenities, and quality of life. Far more than a stop along the way, Bee Cave has become a destination in its own right—offering residents and visitors a rich mix of shopping, dining, golfing, hiking, and breathtaking Hill Country views.

Government

The City of Bee Cave was originally established as a Type-A General Law municipality with an Alderman-Mayor form of government. In 2006, it officially transitioned from the Village of Bee Cave to the City of Bee Cave, and in 2013, voters approved a Home Rule Charter, granting the city greater local authority and flexibility to meet the needs of a growing community.

Today, Bee Cave operates under a Council-Manager form of government. The City Council sets policy and strategic direction for the City and is comprised of a Mayor and five Council Members that are elected to staggered two-year terms. The City Manager, appointed by the Council, is responsible for the day-to-day administration of City operations and implementing Council's priorities.

Mission Statement

Our mission is to preserve and enhance the quality of life of citizens with a commitment to the highest standards in public and private services. We offer a healthy balance of retail and office business with great residential neighborhoods and an abundance of outdoor recreation. We strive to be unique with a balanced and progressive vision for future development and growth, in an inclusive and environmentally responsible manner. We embrace our Hill Country heritage trading and living with small-town values in an urban sub-rural setting.





The Position

The Director of Planning and Development is responsible for the leadership and management of planning, engineering, building inspections, code compliance, GIS, and business development functions. Reporting to the Assistant City Manager, the Director provides strategic direction for current and long-range planning initiatives, oversees development review and permitting activities, manages departmental operations and budget, and serves as staff liaison to the Planning and Zoning Commission. The position also works closely with the City Manager, City Council, developers, businesses, residents, and regional partners on matters related to growth, land use, and development.

The Director supervises a multidisciplinary team responsible for planning, engineering, permitting, code compliance, and related development services while ensuring compliance with applicable laws, ordinances, and City policies. This position plays a key role in implementing the City's Comprehensive Plan, evaluating development proposals, developing policy recommendations, and coordinating projects across departments to support the City's planning and development objectives.

Education and Experience

Qualified applicants will possess a bachelor's degree in city, urban and regional planning, architecture, urban design and economics, or a closely related field, and ten years of increasingly responsible experience in planning, zoning, permitting, and redevelopment analysis, administration, enforcement, and consultation; personnel management. A master's degree in planning is highly desirable and may be substituted for one year of experience. An American Institute of Certified Planners (AICP) certification preferred. be considered.



Duties and Responsibilities

- Assume full management responsibility for all Planning & Development Department projects and plans, including the review/update of the Comprehensive plan; preparation and/or oversight of short- and long-range planning documents.
- Develop and draft recommendations to City Council and other Boards/Commissions on City goals, objectives, policies, and regulations related to development.
- Lead the Department in conducting topically focused “special research projects” as required by City Management; prepare a variety of reports on findings, operations, and activities; make recommendations.
- Compile and maintain demographic data, making projections and estimates.
- Responsible for all Planning & Development Department services and activities related to the processing of development- and special event- related applications and ordinances; the coordination and execution of code compliance; recommending and administering policies and procedures.
- Review and process planning applications; ensure compliance with appropriate laws, codes, regulations, and ordinances; prepare public hearing notices and staff reports; make presentations to the Planning and Zoning Commission and oversee the agenda process.
- Oversee the creation and management of GIS data and mapping, a function the Department performs on behalf of the city.
- Provide staff assistance and prepare reports to the Planning and Zoning Commission, the City Council, the City Manager, and related boards and commissions.
- Prepare or direct the preparation of agendas, staff reports and other necessary correspondence; make presentations to City Council, Boards and Commissions, as needed.
- Manage the development and implementation of the Planning & Development Department goals, objectives, policies, and priorities for each assigned service area. Develop, justify and forecast Department programs, policies, and activities.
- Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate work methods and procedures; assign projects and programmatic areas of responsibility; allocate resources accordingly.
- Oversee and participate in the development and administration of the Planning & Development Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Interact with and provide information and, as appropriate, guidance to boards, developers, contractors, landowners, citizens, businesses, and the general public on development-related matters, issues, policies, and regulations.
- Represent the Planning & Development Department to other City departments, elected officials, and outside activities; coordinate Planning & Development Department activities with those of other departments and outside agencies and organizations.



Knowledge, Skills, and Abilities

Knowledge of:

- Principles of long-term planning, as well as implementation of a comprehensive planning program.
- Principles and practices of short-term planning, including but not limited to administration of zoning, subdivision, environmental, site design, signage, building, and code enforcement practices and methods.
- Principles and policies of regional and urban planning.
- Principles and practices of urban design, program development and administration.
- Basic principles of parks and open space planning, real estate finance and site development.
- Principles and practices of municipal budget preparation and administration; complex mathematical and analytical methods.
- Pertinent Federal, State and local laws, codes, and regulations.

Ability to:

- Identify and respond to community, Planning Commission, and City Council issues, concerns and needs.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Prepare and administer Planning & Development Department budget.
- Establish and maintain effective working relationships with those contacted in the course of work. Regularly attend City Council, Planning and Zoning Commission, and other meetings outside regular working hours.
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The Ideal Candidate

The ideal candidate should be an experienced planning and development professional with a strong background in municipal planning, development services, and organizational leadership. They will possess a thorough understanding of land use planning, zoning, permitting, development review, and applicable state and local regulations.

This individual should be a collaborative and approachable leader with sound judgment, strong communication skills, and the ability to build productive working relationships with elected officials, staff, developers, businesses, and residents. The successful candidate will demonstrate a commitment to responsive customer service, continuous improvement, and effective team leadership while balancing the City's development objectives with its adopted plans, policies, and community priorities.



Salary

The City of Bee Cave is offering a salary range between \$136,000 - \$190,000, 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: BEECAVEDPD

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