



DIRECTOR OF DEVELOPMENT SERVICES

City of Taylor, TX



The Community

Spanning approximately 19 square miles and boasting a population of 17,636, the City of Taylor is an innovative city in eastern Williamson County, Texas, one of the fastest growing areas in the nation. Being a short 30-minute drive to downtown Austin, Taylor is conveniently located to the capital city and all it has to offer, but the overall cost of living and home prices in Taylor are some of the lowest in the Greater Austin Area. In the coming years, Samsung will finish construction of a \$25 Billion Chip Manufacturing Plant and the University of Texas will be building a technology campus in Taylor.

We're a community well-known worldwide for our barbecue, historic downtown, rich culture, and visionary leadership. Taylor's historic downtown is the cultural hub of the city, with an eclectic mix of shops, restaurants, and service offerings in a walkable, old town atmosphere. Taylor is proud to boast its expansive park system, totaling 250 acres connected by 11 miles of trail, with amenities including swimming pools, walking trails, lakes, basketball courts, playgrounds, splash pads, skate park, disc golf course, and the Taylor Regional Park and Sports Complex, a state-of-the-art sports facility that hosts many national tournaments.

Government

The City of Taylor operates as a council-manager form of government with an elected city council comprised of five council members, four of whom elected from single member districts and one member elected at-large. Each year council members elect from among their number a mayor and a mayor pro tem.

Taylor is a Home Rule city, which means that the council can enact legislation, adopt budgets, and determine policies, subject only to limitations imposed by the state constitution and the city charter. The city council is also guided by an ethics policy and a council relations policy to ensure an ongoing commitment to preserving the integrity of local government.





The Position

Reporting to the Assistant City Manager, the Director of Development Services provides management and oversight of the City's Development Services functions, including planning, permitting, and code enforcement. The Director directly supervises the Assistant Director, Planning Manager, Permit Supervisor, Code Enforcement Officers, and select Downtown/Main Street functions. This role is responsible for ensuring that departmental projects, programs, policies, and customer service goals are met, while also managing budgets, contracts, and reporting on the implementation of adopted development policies and the City's comprehensive plan.

Serving as liaison to boards and commissions, the Director will work closely with other City departments, governmental partners, the development community, and the public to support Taylor's growth and ensure consistent, high-quality service delivery.

Education and Experience

Qualified applicants will have a Bachelor's degree in in a related field such as, planning, geography, political science, or public administration, in addition to a minimum of five (5) years progressively responsible experience in a municipal development services department; a Master's degree in a related field is preferred. An equivalent combination of experience and training that provides the required knowledge, skills, and abilities may be considered. A Certified Building Official or American Institute of Certified Planners certification is preferred.



Essential Functions and Responsibilities

- Direct and manage the full Development Services Department, including Permitting, Planning, and Code Enforcement.
- Oversee the full cycle of building permitting for new construction, additions, remodels, and specialty permits such as pools, fences, and irrigation systems, ensuring compliance with adopted codes.
- Lead code enforcement operations to maintain safe and healthy neighborhoods, including responding to complaints, conducting inspections, and issuing warnings or citations for violations.
- Direct Planning activities, programs, plans, and projects. Both current and long-range planning.
- Manage long-range planning, zoning, subdivision platting, housing initiatives, and planning reviews to align with the City's Comprehensive Plan and Land Development Code.
- Facilitate pre-development meetings and guide applications through Planning & Zoning Commission and City Council review processes.
- Standardize and improve planning and development processes, including submittal requirements, documentation, application checklists, and use of digital automation and permitting platforms.
- Coordinate staff assignments, provide training and professional development, and foster a culture of accountability and customer service within the department.
- Prepare and manage the departmental budget, monitor contracts and third-party service providers, and ensure effective use of resources.

Knowledge and Abilities

- Knowledge of Texas laws and municipal development ordinances, including zoning, platting, site development, building permitting, inspections, and code enforcement.
- Ability to collect, analyze, interpret, and report data; prepare clear and concise reports; and deliver effective presentations.
- Ability to read and interpret plats, site plans, building plans, codes, and related technical documents.
- Ability to effectively manage and train staff, manage multiple sub-departments simultaneously and liaise with City boards and organizations (such as the Taylor EDC).
- Ability to manage departmental budgets, contracts, and third party consultants.

The Ideal Candidate

The ideal candidate should be an experienced municipal development professional with a strong foundation in planning and a proven ability to deliver results in a high-growth environment. They should bring the skills and drive necessary to rebuild and strengthen the Development Services Department, ensuring that projects, policies, and customer service expectations are met with consistency and urgency.

This individual should understand the unique challenges and opportunities of a rapidly growing community and be adept at balancing long-term planning with the need to move projects forward. The successful candidate should demonstrate the ability to communicate technical information clearly, streamline processes, and push initiatives through to completion, while maintaining a commitment to transparency and collaboration.

The ideal candidate should have the ability to establish positive relationships with developers, property owners, engineers, architects, contractors, City staff, governmental agencies, and the general public. Above all, this person should be a proactive leader who can foster a culture of accountability, support, and high performance within the department, and who is excited to play a pivotal role in shaping the future of Taylor, Texas.



Salary

The City of Taylor is offering a competitive salary range between \$175,000 - \$200,000, 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: TAYLORDDS

Affion Public
PO Box 794
Hershey, PA 17033
717. 214.4922
www.affionpublic.com



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