



DEVELOPMENT SERVICES DIRECTOR

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES

THE COMMUNITY



Ideally situated on the rolling plains of eastern Williamson County, the City of Taylor, Texas, is home to 17,700 residents who enjoy a laid back, semi-rural atmosphere with the world-class amenities of Austin within easy distance. Williamson County is one of the fastest growing counties in the state, with a population estimate of over 530,000. The City of Taylor covers approximately 19 square miles and is located only eight miles east of the 130 Toll Road, at the intersection of U.S. Highway 79 and State Highway 95, just 40 minutes from Austin. Taylor has benefited tremendously from the astronomic growth of the Austin metro area but has maintained its unique, small town charm.

Taylor's beginnings are tied to the railroads, cattle, and cotton. The City was originally settled in the mid-1800s as the railroads expanded into Texas. Because of its location on one of the major cattle trails, Taylor became a shipping point for cattle, and the fertile soil in the area made it ideal for cotton production. Taylor's downtown is recognized as a National Historic District by the U.S. Department of the Interior. Efforts are underway to redevelop and revitalize the downtown and attract new businesses and restaurants to the City.

A number of large, historic homes, which reflect a time of affluence in a young Taylor, dot the area. Many of these homes have been maintained

by generations of the same family, while others have been faithfully restored and modernized. Taylor's connection to the railroads continues today through the modern Amtrak station located in downtown Taylor. The community takes great pride in its ethnic diversity that includes Czech, Polish, German, English, Scotch-Irish, Swedish, Black, Hispanic, Middle Eastern, and other ancestry. Taylor has a reputation for being an extremely friendly and welcoming community. The City's ethnic diversity is reflected in its reputation for great barbecue restaurants and delicious kolaches, Slavic pastries that are extremely popular throughout the region.

The City is proud of its parks system, which includes three major parks and more than eight miles of hike-and-bike trails. The Taylor Regional Park and Sports Complex is a state-of-the-art recreation facility and nature preserve which includes a variety of tournament-quality athletic fields, basketball courts, a covered pavilion, two modern playscapes, and a hike-and-bike trail. The park also features an innovative nature conservation project and a six-acre lake that provide excellent opportunities for outdoor education. The newly renovated Williamson County Expo Center is a central location for a variety of sporting, spectator, and recreational events, including Texas rodeo. The expanded facility had its grand opening in November 2016.

Taylor Independent School District (TISD) serves over 3,200 Taylor students. The area is also served by a number of institutions of higher learning, including the East Williamson County Higher Education Center (located in Hutto), a multi-institutional teaching center that boasts partnerships with Temple College, Texas State Technical College, Texas Tech, and Concordia College, along with Legacy Early College High School, which is located in downtown Taylor. Students can earn an associate's degree at the same time as a high school diploma. The Austin campus of the University of Texas is only 30 minutes away. A number of other colleges and universities are located in the Austin area.

Baylor Scott & White Hospital in Taylor is a 25-bed critical access hospital with a newly renovated 24-hour emergency room service, as well as radiology, laboratory, and surgery services. Baylor Scott & White Clinic provides pediatrics, women's healthcare, cancer screening, office surgery, orthopedic care, and occupational medicine to the City's residents. Twenty-five hospitals and one children's hospital are located in Greater Austin, totaling more than 3,000 hospital beds and 13,000 physicians and nurses.

GOVERNANCE AND ORGANIZATION

The City of Taylor operates as a council-manager form of government under a home rule charter. The City is governed by a five-member Council with four members elected from districts and the fifth member elected at-large. Council Members serve three-year terms, and the Mayor is elected from among the five members. The City Council appoints a professional City Manager, City Attorney, and Municipal Judge. The City Manager is appointed to be the chief administrative officer of the City for any term, condition, and compensation deemed acceptable to the City Council. The current City Manager is Isaac Turner who was appointed to the position in September of 2014.

The City Manager oversees an organization with 154.5 full-time equivalent employees and an operating budget for FY 2017-2018 for all funds of \$27.9 million. The City is very strong financially and has an "AA-" bond rating.

Council Goals 2015 - 2020

- Economic Vitality
- Streets/Infrastructure
- Quality of Life

MISSION:

To be a productive, fiscally responsible organization that takes proactive steps to ensure economic growth and the safety, well-being, and success of Taylor residents and the growth of business. Our vision for Taylor is to be a vibrant and diverse community.





GOVERNANCE AND ORGANIZATION CONTINUED

The City is organized into a number of departments, including Police, Fire, Development Services, Public Works, Finance, Library, General Services, Human Resources, City Clerk, Main Street, and Public Information, and operates the Taylor Municipal Airport. Solid waste services are provided to the City through a private contractor. Taylor has established a Municipal Drainage Utility System which allows the City to collect a fee to address drainage related issues in the community, including localized flooding, emergency operations, and the cost of providing infrastructure and facilities that permit the safe drainage of storm water. The City is currently updating the Master Drainage Plan. Taylor's long-term water supply is provided from Lake Granger through a 50-year contract with the Brazos River Authority (BRA). The City also operates a 4 MGD wastewater treatment plant.

Taylor has adopted the Type "A" economic development sales tax and has established the Taylor Economic Development Corporation (TEDC) to administer the tax. TEDC owns two industrial parks, one of which has been fully developed. The City Council has recently adopted a Transportation User Fee which provides funding for increased street maintenance and reconstruction.

ABOUT THE DEPARTMENT

The Development Services Department serves the citizens of Taylor through consistent, courteous, and professional enforcement of adopted community codes and standards. The department prepares for the future of Taylor and the surrounding region by encouraging quality growth, while striving to protect the unique features of the community that make it an outstanding place to live, work, shop, and play.

The Development Services Department provides staff support to the following City boards and commissions:

- Planning and Zoning Commission
- Impact Fee Advisory Board
- Zoning Board of Adjustments
- Building Standards Commission
- Comprehensive Plan Implementation Committee
- Moody Museum Advisory Board
- Tax Increment Financing Board



ABOUT THE POSITION

Under the direction of the City Manager's Office, the Development Services Director is responsible for the oversight of building inspection, code enforcement, short and long-range planning, demographic monitoring and reporting, geographic information systems (GIS), assisting with housing and community redevelopment efforts, assisting with economic development projects, and the Moody Museum. Work involves managing staff, working directly with outside contractors and experts, and providing advice to developers. In addition, this position provides public outreach to the development community.

Essential duties include:

- Coordinates and streamlines the development process.
- Develops long-range planning projects related to zoning and subdivision ordinances, Land Development Code, and development of new City ordinances.
- Makes recommendations on zoning change requests, including analyzing relevant zoning ordinances, development timetables, and posting notices.
- Writes appropriate reports and presents recommendations at Planning and Zoning Commission, Board of Adjustments, and City Council meetings.
- Prepares annexation plans in accordance with state law, including times tables, Council resolutions, public notices, service plans, analysis and recommendations, ordinances, and exhibits.
- Compiles and maintains demographic data and makes projections and estimates.
- Prepares agenda, minutes, and materials for Planning and Zoning Commission, Zoning Board of Adjustments, Comprehensive Plan Implementation Committee, Impact Fee Advisory Committee, Moody Museum Advisory Board, Tax Increment Finance Advisory Board, Taylor CDC, and Building Standards Commission Board meetings.
- Works with outside consultants to provide the information needed to prepare their reports.
- Prepares, updates, and implements Comprehensive and Regional Plan(s), including Transportation, Housing, Parks Plans, Economic and Community Development, and Environmental Issues.
- Provides necessary information and reports to various other organizations, including the Chamber of Commerce and the Taylor Economic Development Corporation.
- Coordinates the acquisition and vacation of land, including rights of way and easements.
- Assigns addresses to individual parcels and new subdivision plats.
- Coordinates the preparation, application, and administration of grants.
- Prepares and manages the annual departmental budget.
- Provide answers to issues received by the planning office regarding state statutes and City codes, providing supporting materials such as copies, maps, and letters as required.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support functions, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of change.





IDEAL CANDIDATE

The City of Taylor seeks a creative, visionary municipal professional with an outgoing personality, exceptional interpersonal skills, and a commitment to customer service excellence to be its next Development Services Director. The ideal candidate will be a mature, thoughtful, ethical, highly disciplined, steadfastly strategic, collaborative, and results-driven individual who will inspire and motivate others by example.

The chosen candidate will possess a broad knowledge of the operations of city planning and development programs, including best management practices concerning construction codes, code enforcement administration, and floodplain regulations. The selected candidate should also be well-versed in the principles, practices, and theories of urban planning and development and land use laws, including all applicable federal, state, and local laws, ordinances, statutes, and regulations. The new Development Services Director will have the knowledge, skills, and ability to provide guidance in municipal budget preparation and administration. Extensive experience with economic development is required.

The new Development Services Director must have highly developed problem solving, technical, project management, performance management, and presentation skills. An ability to identify and co-opt best practices, embrace emerging technology, increase professionalism, and promote innovation is extremely important. The ability to promote teamwork, fully articulate expectations, delegate responsibility with clarity, and create a culture of accountability will be essential. The Director will demonstrate fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities and will foster ethical behavior throughout the department through personal example, management practices, and training.

An exceptional listener and highly effective communicator, the new Development Services Director will communicate directly and frankly, but always positively and respectfully. The successful candidate will be a seasoned manager with knowledge of the principles of supervision, coaching, counseling, training, and performance evaluations. The person selected will be politically savvy, but never political, and must be a highly effective negotiator and mediator who can build consensus and forge strategic partnerships, internally as well as externally. The ability to establish and maintain positive, trusting, and highly productive relationships within and outside City Hall is essential.



EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in a related field such as urban planning, political science, public administration, or a similar discipline is required; a master's degree is strongly preferred. The selected candidate must have a minimum of five (5) years of experience in the municipal planning environment or the municipal regulatory environment and a minimum of three (3) years of increasing administrative and supervisory responsibility. The candidate must be bondable. American Institute of Certified Planners (AICP) credentialing is preferred.

Preference will be given to candidates with Flood Manager Certification by a state or national organization. A valid Texas Class C Driver's License is required.



COMPENSATION AND BENEFITS

The City of Taylor offers a starting salary range between \$105,000 and \$115,000 depending on qualifications and experience. In addition to a competitive salary, the City provides a generous benefits package which includes comprehensive medical coverage, life insurance, disability, retirement (mandatory TMRS at 7%:1.5 to 1 and two voluntary 457 plans), paid vacation, paid sick leave, and holidays.

APPLICATION PROCESS



Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Lissa Barker, Senior Vice President
Strategic Government Resources
lissabarker@governmentresource.com
(817) 266-0647

This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Taylor is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



RESOURCES

City of Taylor
ci.taylor.tx.us

Development Services
www.ci.taylor.tx.us/22/Development-Services

**Taylor Economic
Development Corporation**
tayloredc.org

Chamber of Commerce
taylorchamber.org

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