



# DIRECTOR OF PLANNING

City of Midlothian, Texas

Recruitment Services Provided By



## The Opportunity

The City of Midlothian, Texas is offering an excellent opportunity for a seasoned Planner with a strong background in municipal or regional planning to serve as the Director of Planning. This position will provide the experienced, mid-career professional with a challenging yet stimulating opportunity to work alongside the City's executive leadership, elected officials, and staff while leading the Planning Department in a fast-paced, high growth suburban environment.





## About Midlothian

Midlothian is in northwest Ellis Co, Texas, about 25 miles from either Dallas or Fort Worth at the juncture of US Highways 287 and 67. Midlothian is part of the Dallas-Fort Worth (DFW) Metropolitan Area, the economic and cultural hub of North Texas. Midlothian, located at the gateway to the peaceful suburbs of Ellis County, encompasses a land area of 64.35 square miles with an estimated population of 44, 966 as of September 2025.

Since the late 1980's, when the federal government's scientific laboratory known as the Superconducting Supercollider brought many people to Ellis County and thus to Midlothian, both large and light industrial companies have built facilities in Midlothian. With a strong local economy and a beautiful, rural atmosphere, people are drawn to Midlothian for its small-town charm, well-regarded public schools, and plentiful job opportunities.

As Midlothian has continued to experience an increase in residential and commercial development, it has revitalized its historic Downtown. The new City Hall and Public Library serve as the heart of town square. Capitalizing on its reputation as one of Texas' safest cities, Midlothian's Downtown Master Plan emphasizes Downtown as a safe, walkable, and vibrant destination with ample green space.

# City Government

Although Midlothian officially incorporated in 1888, on October 1, 1980, the City was granted a home-rule charter. Midlothian uses a council-manager form of government. The City Council is comprised of a mayor and six council members elected at-large by the citizens of Midlothian. The City Council appoints the City Manager, who serves as the Chief Administrator and Chief Operations Officer for the City. The City Manager is responsible for leading, guiding, and directing day-to-day municipal operations of this full-service city while providing research and strategic recommendations to the City Council on budget, programs, policies, and services. The City Manager implements the municipality's administrative responsibilities via a dedicated team of Assistant City Managers and department directors.

Midlothian's 2025-2026 Annual Operating Budget may be viewed [here](#).





# The Department

The City of Midlothian's Planning Department strives to foster a thriving, sustainable community by driving thoughtful, high-quality development through strategic planning, ordinance creation, and an efficient design and review process.

The Department, consisting of 8.0 FTEs and supported by an annual operating budget of \$1.18 million, is dedicated to enhancing the look and feel of the City of Midlothian by providing comprehensive planning information and analyses in support of the work of the City Council, Planning & Zoning Commission, Zoning Board of Adjustment, and the Historic Advisory Board.

The Department ensures that all municipal procedures for development, including zoning, platting, building inspections and other related activities are compliant with local and state regulations and ordinances. As the title implies, the Department conducts long-range planning by updating and relying upon the City's Comprehensive Plan, Master Thoroughfare Plan, and the Capital Improvement Plan. The Department prides itself on strengthening the community and its economic development through its support of the Midlothian Economic Development Corporation, the Midlothian Community Development Corporation, and by implementing sound land-use policies, programs, and activities.

**\$ 1.18M** Operating Budget **8 FTE** Employees

# The Position

Midlothian is seeking an experienced, mid-career, municipal or regional planner skilled in recommending policy and procedural improvements based upon a strong grasp of Texas-focused legislation affecting zoning, general planning trends, and best practices to serve as the next Director of Planning.

The Director is responsible for developing, implementing, and monitoring plans for capital improvement programs, master planning, and facility development. The Director oversees acquisition plans while ensuring compliance with federal, state, and local laws and regulations related to land use, building, and development.

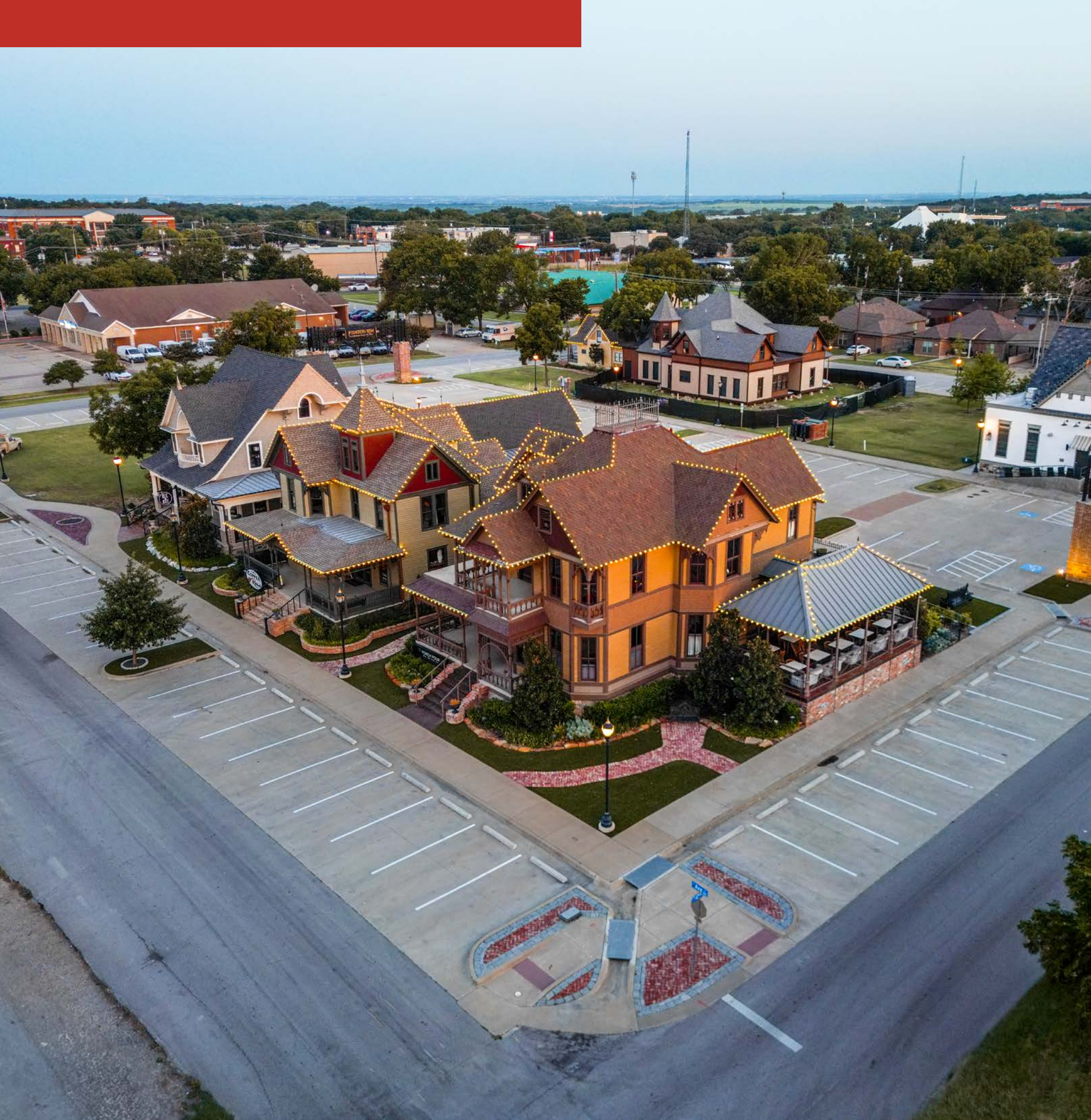
Under the administrative direction of an Assistant City Manager, the Director of Planning functions with a significant amount of autonomy and associated responsibility. Accordingly, the highest ethical standards and integrity are essential.

The Director of Planning's key duties and responsibilities include:

- Directing and participating in the development and implementation of goals, objectives, policies, and procedures related to city-wide planning and growth management consistent with the City's goals and vision for the community.

- Researching and recommending amendments for proposed ordinances, regulations, and policies related to the Zoning Ordinance, Comprehensive Plan, Parks Master Plan, and other land-use and construction-related codes.
- Developing strategies to facilitate the ease of processes associated with development for both citizens and commercial developers while also identifying and resolving internal and external concerns and conflicts in design standards and impacts.
- Serving as the staff liaison at meetings of the City Council, Planning & Zoning Commission, Zoning Board of Adjustment, and the Historic Advisory Board.
- Preparing and presenting the Planning Department's annual budget; presenting department concerns and recommendations at Council meetings and other work sessions; and preparing monthly status reports for the Assistant City Manager.
- Implementing reviews and evaluating programs assigned to the department.
- Leading, mentoring, directing, and evaluating the performance of Planning Department staff.





# Opportunities & Challenges

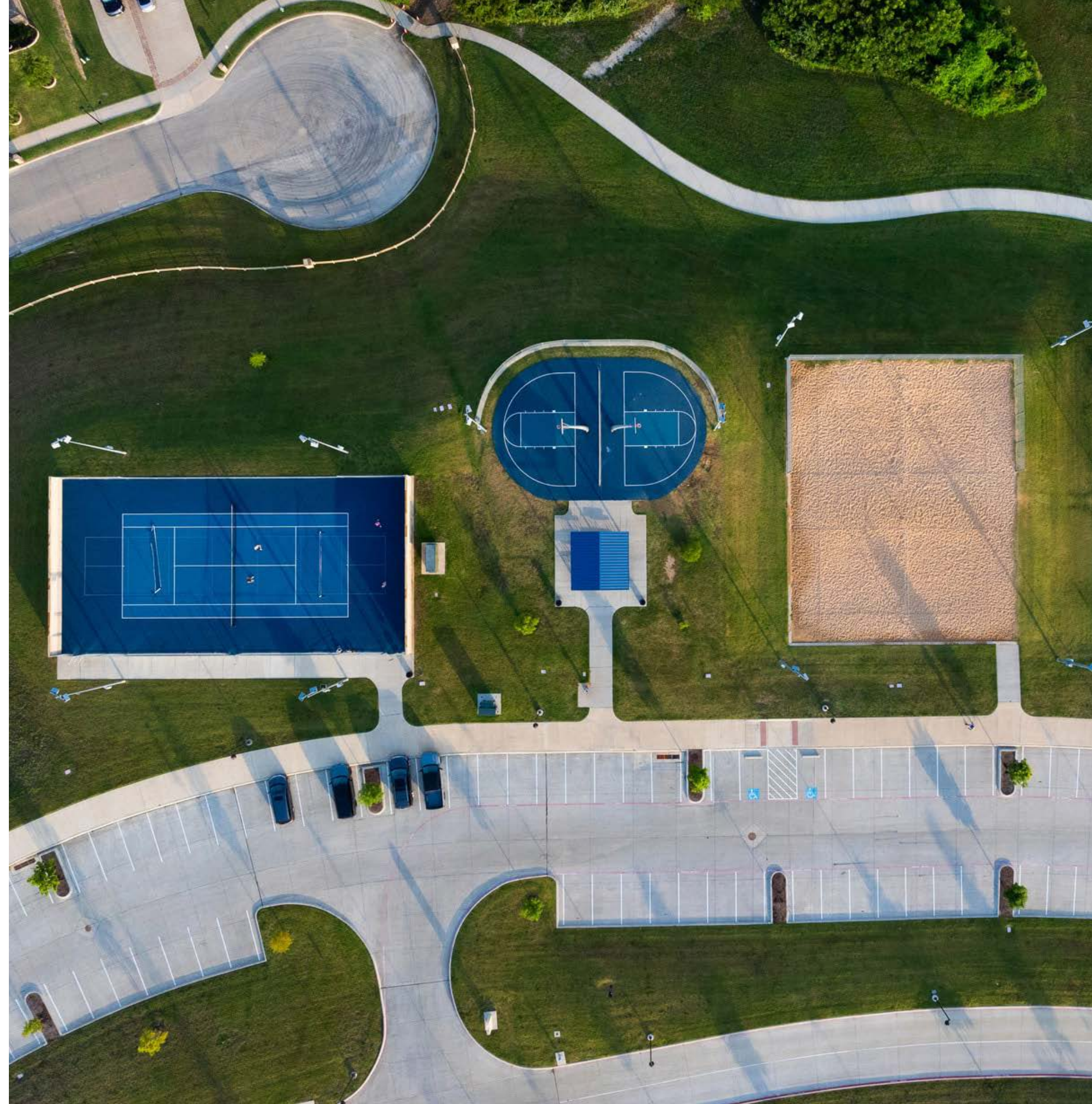
The next Director will have the chance to address some career-defining opportunities and challenges, including the following:

- Leading Midlothian through its current and upcoming development cycles. The new Director will have an opportunity to realign the Department, develop the internal talent pool, identify and implement process enhancements, and incorporate increasing levels of technology to improve service delivery to all stakeholders.
- Finalizing and implementing the City's Unified Development Code, a consolidation of the existing Subdivision and Zoning ordinances, while working closely with all stakeholders involved in shaping Midlothian's residential, commercial, and retail expansion.
- Collaboratively and adeptly working with the various internal and external stakeholders to strategically focus on the high volume of multi-faceted projects involving commercial development, master planned communities, public improvement districts, customized development projects, and municipal management districts.

# Ideal Candidate

The next Director of Planning will have the following attributes and characteristics:

- Considering Midlothian's growth projections, the strongest candidates will have experience working in high-growth communities.
- A desire to work in a fast-paced, high-volume environment with the demonstrated capacity to successfully prioritize and handle multiple, multi-faceted projects.
- An energetic, hands-on, collaborative, and inclusive leadership style to facilitate the effective leading, guiding, and mentoring of a team of early career professionals as a component of developing an effective succession plan.
- The competitive candidate will have excellent interpersonal communication abilities – both orally and in writing – necessary to foster collaborative, nuanced, and cooperative relationships with internal and external stakeholders alike.
- A strong commitment to customer service, along with the ability to shift gears in an agile manner.





# Qualifications

The successful candidate will possess the following:

## Education:

- A Bachelor's degree in urban planning, geography, architecture or closely related field from an accredited college or university, is required.
- A Master's degree in urban planning or public administration is preferred.

## Experience:

- A minimum of seven (7) years of progressively responsible experience in municipal or regional planning is required, including a minimum of three (3) years as a supervisor.

## Required Licenses and Certification:

- AICP (American Institute of Certified Planners) certification preferred.
- Must possess and maintain a valid driver's license with acceptable driving record as established by the City of Midlothian driving standards.

# Salary & Benefits

The full annual compensation range for this position is **\$130,032 - \$201,550**, with final placement in the range dependent on qualifications and experience.

Midlothian offers an excellent benefits package. Key benefits include:

**Retirement:** The City matches the employee's required contribution of 7% to the Texas Municipal Retirement System (TMRS) with a contribution of 14%. The retirement program contributions begin on hire date. Employees are vested in the retirement system after five years of employment and are eligible for retirement after 20 years.

Midlothian also requires a 7% contribution to the Social Security System.

**Health and Wellness:** The City of Midlothian provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events. These benefit offerings include:

- Medical, Dental, and Vision Insurance
- Life and Long-Term Disability Insurance
- Employee Assistance Program
- Flexible Benefit Plan
- Deferred Compensation
- Paid holidays, vacation, and sick leave

**Vehicle:** The city provides an assigned vehicle.

**Technology:** The city provides cellphone allowance and laptop.

**Relocation Assistance:** Relocation assistance may be provided to the successful out-of-area candidate in accordance with municipal policy.





# Application & Selection Process

All qualified candidates are strongly encouraged to submit a compelling letter of interest and comprehensive resumé by **Monday, May 4, 2026**, for preliminary eligibility consideration. The recruitment will remain open until the position is filled. Apply at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

Due to the public nature of searches in the State of Texas, before submission of materials, **confidential inquiries are welcomed to:**

Jacqueline "Jackie" Seabrooks, Senior Consultant  
[jackie@mosaicpublic.com](mailto:jackie@mosaicpublic.com) | (916) 581-1430

***This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open records laws, information submitted for consideration may be made available to the public upon request by interested parties.***

*The City of Midlothian is an Equal Opportunity Employer.*