



**COMMUNITY DEVELOPMENT
DIRECTOR**
City of **Cleburne, Texas**

Recruitment Services Provided By



A scenic view of a park. In the foreground, a wide, light-colored paved path leads towards a stone-lined pond. The pond is bordered by a low wall of stacked stones. The water in the pond is calm, reflecting the surrounding greenery. In the background, there are several large, leafy trees and a few houses with white fences. A black lamp post with a white globe stands on the left side of the path. The overall atmosphere is peaceful and well-maintained.

The Opportunity

The City of Cleburne, Texas offers a unique career opportunity to collaborative, innovative and strategic-minded municipal leaders interested in serving as the next Community Development Director in this rapidly growing Texas city.



About Cleburne

The City of Cleburne is a fast-growing city within the Dallas-Fort Worth Metroplex. The 2014 completion of the Chisholm Trail Parkway has established a 20-minute connection from the heart of Cleburne to downtown Fort Worth. Cleburne is a growing yet quaint community that is quickly becoming home to those who need access to the big city but want to have roots in a truly Texan community.

As the seat of Johnson County, Cleburne is an established city with a historic downtown, spirited community, and limitless potential. As a full-service organization, the City of Cleburne can stand alone in the region with its own water and wastewater systems, sanitation service, airport, and other services supporting an estimated 34,000 residents across more than 38 square miles.

Cleburne provides an excellent quality of life, a low crime rate, and outstanding schools. Cleburne is proud of its quality education systems, including the 5A enrollment institution Cleburne Independent School District (CISD) and Hill Junior College.

Recreational and cultural experiences abound in Cleburne and are strongly supported by the City organization. With easy access to a variety of amenities, including: an 18-hole full-service golf course; Cleburne State Park offering 528 acres of biking, hiking, fishing and boating; Lake Pat Cleburne; over 560 acres of various City parks and open spaces; recreation centers and museums; Plaza Main Street Theatre; Splash Station Water Park; a 90-acre sport complex; and La Moderna Field, home of the Cleburne Railroaders professional baseball team, there is always something happening in Cleburne and much more on the horizon.

City Government

The City of Cleburne operates under a Council-Manager form of government. Direction and goals are set by an elected mayor and a four-member city council. They appoint the City Manager who is responsible for leading the City organization. The City of Cleburne staff is made up of 373 full-time employees. Cleburne has an adopted FY 2024 budget of \$150 million with an adopted tax rate of \$0.581318 per \$100 of valuation.

Cleburne is rapidly preparing for a new era spurred by growth in residential, commercial, and industrial sectors. The City updated its Master Thoroughfare Plan in 2022, the International Property Maintenance Code in 2022, a new Parks Master Plan in 2021, a Zoning Ordinance update and the Future Land Use Plan in 2022 — all in preparation for future growth.

Establishing a future of greatness is the goal for City leadership. Cleburne is driven to restore and protect its history and culture, pursue and invite new commercial and industrial partners, and outline its vision to strategically grow in the region.



The Department

The Community Development Director oversees a department with nine full-time staff with the potential for further expansion. The Director oversees the Planning Division with the support of a planning manager and staff, along with the Development Services Division with the support of a lead building official and building staff. The Director manages an annual operating budget of approximately \$1.2 million across both divisions.

Cleburne is at the beginning of a paradigm shift as the Chisholm Trail Parkway has spurred residential growth to record levels. Cleburne issued 156 Certificates of Occupancy in 2022 and 110 in 2021. Additionally, the City issued a record 342 residential building permits in 2022 and currently has approximately 10,000 residential units in various stages of development.

The rapid growth in Cleburne has highlighted the dedication of the Community Development teams as they have provided exceptional service to the community, even with expanding workloads. They remain innovative and welcome new ideas to manage the increasing growth. As an example of excellence, the Building Inspections team continues to hold a service record of completing 100% of building inspections within 24 hours. In addition, the Community Development Department supports the operation and goals of the Planning and Zoning Commission, Building and Standards Commission, and the Zoning Board of Adjustment.

\$ 1.2M
Operating Budget

9
Employees



The Position

The Community Development Director sets the tone and is vital in establishing the vision for a growing city at the inflection point of shaping its future. The City of Cleburne has seen a record number of residential and commercial building permits year after year and will need a highly skilled and experienced Director to assist in shaping its future development.

The Director is responsible for complex professional planning work that involves directing development and implementation of comprehensive plans for the physical development of the City. The Director also plans, organizes and directs activities associated with implementing current development and design standards, such as zoning and subdivision regulations, building codes, building inspections, and coordinates related requirements.

The Community Development Director will develop partnerships with other departments, governments or agencies to work on joint projects and address development activities through a commitment to service delivery and teamwork. In addition, the Director will serve as a liaison with other City departments, City Council, neighborhood groups, public and private agencies and other communities and will conduct meetings and presentations with such groups as needed. Some of the primary responsibilities for this position include:

- Engaging in long-range planning initiatives intended to direct the growth and physical development of the City.

- Reviewing and updating development codes by researching comparable cities' codes for ideas, reading comprehensive plans for related policies, evaluating City codes for applicability, writing new codes, processing amendments and preparing ordinances.
- Attending council, board and commission meetings and making oral presentations of proposals when required; presenting project concepts and/or alternatives to various internal or external groups for input and/or approval; and responding to media inquiries and complaints to ensure public awareness of project plans.
- Reviewing development applications including, but not limited to: plats, site plans, rezoning, variances, special use permit applications and other development-related applications; and processing applications for approval according to City and State regulations.
- Interpreting and preparing amendments to the City's Design Standards, Zoning Ordinance and Subdivision Standards, ensuring coordination with the City's Comprehensive Plan as needed.
- Reviewing and recommending changes that will improve service to residents and developers involved in development activity.
- Conducting plan review for land development projects, including field work to evaluate existing land use conditions and application of codes.





Challenges & Opportunities

The next Community Development Director in the City of Cleburne will have the opportunity to lead a department at an exciting time in the City's growth journey. The Director will serve as a key member of the City Executive Team and will have the chance to excel in the following areas:

- Given the rapid growth in Cleburne, the next Director will be challenged to refine, improve, and advance community development activities in a strategic, focused manner. The next ten years of growth will be very critical in shaping Cleburne's future.
- The Community Development Director will begin work on the Comprehensive Plan update, as the City is funding a portion of that update this year. As part of this update, a housing stock survey will be an upcoming opportunity for the Director to invest strategic energy in this important area.
- The next Director will have the chance to analyze existing building standards to form a plan to improve/enhance those standards incrementally.
- Working closely with the Economic Development Department, the next Community Development Director will focus on increasing the commercial, retail, and industrial options readily available to Cleburne residents



Ideal Candidate

The City of Cleburne is seeking an experienced and leadership-minded Community Development Director with a demonstrated track record of successful planning activities. The most qualified candidates will also possess or exhibit the following:

- A mindset that embraces the challenges associated with guiding a community through exponential growth, while maintaining a respect for Cleburne's culture and history.
- Effective leadership skills with a focus on developing and maintaining positive working relationships with all City employees, elected and appointed officials, and the public. A strong team-building orientation will greatly assist the next Director in building a culture of excellence in the department.
- Highly effective communication skills with the ability to connect and listen empathetically.
- Experience in public administration principles and practices as applied to varied organizational divisions.
- Considerable knowledge of the principles and practices of the Texas Local Government Code, data and analysis pertaining to plats and zoning, and GIS functions.
- The successful candidate will be a hands-on director and display a desire to assist in carrying out the work of the Community Development Department.





Qualifications

Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most qualified candidates will possess the following:

Education: A Bachelor's Degree from an accredited college or university with a degree in Urban Planning, Geography, Architecture or another similar degree. A Master's Degree is highly desirable.

Experience: At least five (5) years of progressively responsible professional experience in municipal government in applying and interpreting local, state and federal regulations.

Certificates and Licenses: A valid Class C Texas motor vehicle driver's license is required. Certification with the American Institute of Certified Planners (AICP) is highly preferred.

Salary & Benefits

The anticipated starting salary for the Community Development Director is **\$150,000 +/-** depending on qualifications. A brief overview of the excellent benefits provided by the City of Cleburne include:

Retirement: Retirement is provided through Texas Municipal Retirement System matched 2:1 with a 7% employee contribution.

Insurance: Health, dental and vision insurance are provided by the City with some shared employee cost.

Vacation: Vacation leave is accrued based on years of service and ranges from 80 hours per year (for employees with less than 5 years of service) to 160 hours per year (15 or more years of service).

Holidays: 12 paid holidays per year.

Sick Leave: 15 days accrued per year with unlimited accumulation.

Life Insurance: City coverage provided for up to 1x annual salary maximum for both basic life and AD&D insurance.

Employee Assistance Program: A robust EAP is provided to City of Cleburne employees at no cost to the employee.

The complete 2023-2024 Benefits Guide can be viewed here:

[Cleburne Employee Benefits Guide](#).





Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

The City of Cleburne is an Equal Opportunity Employer.

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

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