



# PLANNING DIRECTOR





## ■ WELCOME TO GEORGETOWN, TEXAS

Don't let our small-town charm fool you. Sure, a stroll around our square, which is named the most beautiful one in Texas, can feel a little like walking back through time—but you can be certain Georgetown is a city of today. As shop owners and neighbors greet you with a heartfelt “morning” it seems like the rush and “weirdness” of Austin is a world away instead of just 25 miles south.

The rotating exhibits at the Georgetown Art Center and shows at the Palace Theatre are just the beginning of the artistic adventures that await literally right around the corner. Explore a bit more and you'll find public murals and art, distinctive dining experiences, watering holes and nightspots. We're proud of the unique place we have created and can't wait to share it with you. In Georgetown, you're more than welcome to enjoy Texas-sized culture right here in our more intimate setting.

We may be famous for our Red Poppy Festival that welcomes visitors every spring, but we find a reason to celebrate in every season, from sunset movies at San Gabriel Park to a Christmas Stroll straight out of a storybook. Georgetown welcomes you to share in our traditions and make them part of yours. Whether it's a cool dip in Blue Hole or a day hiking with the kids and even the family dog at Garey Park, everyone is welcome to enjoy the exceptional beauty of Georgetown. With so much in easy reach there is plenty of time to explore or relax in the great outdoors. Our unbeatable parks and connected trails weave the community together just like stitches in a family quilt, uniting neighborhoods, open spaces, and natural wonders.

Founded in 1848, Georgetown serves as the county seat for Williamson County and is home to the oldest university in Texas, Southwestern University. Georgetown has a current population of more than 96,300 residents and is comprised of 61.25 square miles within the city limits. With an extra-territorial jurisdiction (ETJ) extending to 119.47 square miles, the population is estimated at just over 125,000 inclusive of extra-territorial jurisdiction (ETJ) residents.

## ABOUT THE ORGANIZATION

Georgetown is a home-rule city run under the council-manager form of government. The Mayor and seven Council Members hire the City Manager to lead day-to-day operations for the city. Three Assistant City Managers oversee the majority of the city's departments comprised of 1,200 full-time, part-time, and seasonal employees, along with an overall city budget totaling \$1.5 billion, of which \$929.6 million is funding capital projects. In addition to being a full-service city, Georgetown runs a city-owned electric utility and provides water service to a 400 square mile area. Georgetown was recently upgraded by S&P to a AAA tax-supported bond rating and recently upgraded from A+ to AA- revenue bond rating, highlighting the financial strength and stability of the organization.

*For more information, visit the City of Georgetown's website: <https://georgetowntexas.gov/>*



## ABOUT THE POSITION

The Planning Director will oversee one of the core areas for the City of Georgetown, which handles many aspects of planning and development. Under the direction of the Chief Development Officer, this role manages an annual operating budget of \$3,261,150 and a team of 21 FTEs responsible for current planning, long-range planning, historic preservation, neighborhood outreach, and housing programs.

This new leader will set the tone and vision for the department, help identify areas in need of continuous improvement with the department processes, planning and development performance metrics, as well as the effectiveness of the current organizational structure. The Planning Director also supports the City Council, Planning and Zoning Commission, Historic and Architectural Review Commission, Housing Advisory Board, Unified Development Code Advisory Committee, and Zoning Board of Adjustment.



### Key Responsibilities:

- ◆ **Continuous Improvement:** Implement and reinforce a culture that tracks performance, continuously improves processes for development plan review by implementing industry best practices, and elevating customer service delivery.
- ◆ **Stakeholder Engagement:** Implement practices that lead to successfully engaging with consultants, developers, city management, city council, county and state officials, and community stakeholders; serves as a departmental representative for City Council meetings, community meetings and project meetings.
- ◆ **Problem Solving:** Demonstrates the ability to propose and implement creative solutions to unique and complex development scenarios; makes informed decisions and successfully addresses complex project challenges.
- ◆ **Leadership:** Empowers a diverse workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others
- ◆ **Talent Management:** Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- ◆ **Culture & Strategy:** Develop and monitor action plans that align the City's development functions with City Council and City Management priorities, including efforts to build high levels of employee engagement and alignment with the City's Core Values.
- ◆ **Strategic Project Support:** Ensure strategic projects being constructed by key economic development prospects and community partners (GISD, Williamson County, Southwestern University) are closely monitored and supported within the Planning Department.

# CURRENT INITIATIVES

## Unified Development Code Update

- ◆ The City worked with the community and stakeholders in 2023 to complete a diagnostic of the current development code. City Council is now reviewing recommended changes for each section of code, which will be adopted later this year. [https://freese.mysocialpinpoint.com/georgetown\\_udc\\_update](https://freese.mysocialpinpoint.com/georgetown_udc_update)

## Downtown Master Plan

- ◆ City Council adopted the new Downtown Master Plan in May 2024, which provides a vision and action plan that looks to add to the successes of the previous Downtown Master Plan. The plan was developed over the past year with significant community input and tours of other downtowns throughout Texas. [https://georgetowntexas.gov/development\\_services/planning/georgetown\\_2030\\_plan/downtown\\_master\\_plan/index.php](https://georgetowntexas.gov/development_services/planning/georgetown_2030_plan/downtown_master_plan/index.php)

## Future Land Use and Future Mobility Plan

- ◆ Both plans were updated in December 2023, with the Future Land Use Plan providing updates to areas that have grown faster than expected and the Future Mobility Plan providing a city-wide update to the City's transportation network. [https://cms3.revize.com/revize/georgetowntx/Documents/Development%20Services/Planning/Georgetown%202030%20Plan/Future%20Mobility%20Plan/Future\\_Mobility\\_Plan\\_12-12-2023-web1.pdf](https://cms3.revize.com/revize/georgetowntx/Documents/Development%20Services/Planning/Georgetown%202030%20Plan/Future%20Mobility%20Plan/Future_Mobility_Plan_12-12-2023-web1.pdf)

## Economic Development Strategic Plan

- ◆ City Council adopted the new Economic Development Strategic Plan in April 2024, which builds on the successes of Georgetown's economic development strategy over the past five years and looks to capitalize on the unique opportunities that lie ahead for commercial and retail growth in Georgetown. [https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2543144/2024-04-04\\_Georgetown\\_Economic\\_Development\\_Strategic\\_Plan\\_-\\_City\\_Council.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2543144/2024-04-04_Georgetown_Economic_Development_Strategic_Plan_-_City_Council.pdf)

## Customer Service Center

- ◆ Approved by voters in November 2023, the City is under design to build an 80,000 square foot Customer Service Center to house all customer-facing city services, including all the City's development services areas (Planning, Building Services, Development Engineering, Real Estate, Fire Marshall's Office and Transportation & Capital Projects), in addition to Economic Development.

## 2030 Comprehensive Plan

- ◆ In March 2020 the City adopted its most recent major update to the 2030 Comprehensive Plan, which guides future land use and development in the city. [https://georgetowntexas.gov/development\\_services/planning/georgetown\\_2030\\_plan/index.php](https://georgetowntexas.gov/development_services/planning/georgetown_2030_plan/index.php)

For more information, visit the Planning Department site at:  
[https://www.georgetowntexas.gov/development\\_services/planning/](https://www.georgetowntexas.gov/development_services/planning/)

## CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate for the new Planning Director shall have a heart for public service, along with the political aptitude and leadership presence to set the standard for innovation and excellence to enhance the development of the Georgetown community. It is imperative for candidates in this role to have technical expertise and knowledge of applicable principles and practices with planning and development, citywide and departmental procedures/policies, zoning development codes, building inspections, and federal and state rules and regulations. Knowledge of Municipal Utility Districts (MUDs) and Public Improvement Districts (PIDs) is ideal for this role.

The ideal candidate needs to be a driven and out-of-the-box thinker with the patience and perseverance to balance the strategic mission of the department and city, while also having a “big picture” vision for what is possible. This role requires someone with emotional intelligence to effectively manage a high-performing staff, tap into their true potential to develop their skills and talents for future growth opportunities, and encourage cross-training and collaboration within the department and throughout the organization.

This highly collaborative leader shall have exceptional interpersonal, analytical, and public speaking skills to bring credibility to the role. The new Director must have the humility to listen intentionally to understand the needs, perspectives and concerns of others and the willingness to put the team’s goals ahead of personal accolades.



## EDUCATION/EXPERIENCE

Candidates shall have a Bachelor’s degree from an accredited college or university with major coursework in Planning, Geography, Social Science, Landscape Architecture, or a planning-related field; five years of full-time professional work experience in municipal planning; and two years of the required experience must have been in a lead or supervisory capacity. A Master’s degree in a planning-related field may be substituted for one year of the required experience. American Institute of Certified Planners (AICP) certification is ideal.

# COMPENSATION AND BENEFITS

The salary range for this position is **\$160,000 - \$190,000** and will be commensurate with the qualifications and experience of the selected candidate. Relocation assistance is also available.

The City of Georgetown provides a comprehensive, cost-effective, health and welfare package that includes the following: medical, dental, life insurance, long-term disability, voluntary vision, flexible spending options, employee assistance program, and deferred compensation programs. The city also provides vacation, sick leave, holidays, funeral leave, jury leave, military leave, and injury leave, as well as executive coaching and technical and leadership training opportunities. A retirement plan is provided through the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the city after the employee is vested at the time of retirement. Vesting occurs after 5 years of employment, and the city has adopted 20-year any-age retirement.

For more information on the City of Georgetown's Benefits Package please visit:

[https://georgetowntexas.gov/human\\_resources/benefits/index.php](https://georgetowntexas.gov/human_resources/benefits/index.php)



# APPLICATION PROCESS

The deadline to apply is **Friday, July 18, 2025**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of four work-related references (*who will not be contacted without prior notice*). Your resume should indicate the size of staff and budget you have managed and reflect both months and years with regards to the employment dates for current and prior positions held.

Please submit your materials to: <https://www.cpshr.us/recruitment/2495>

For additional information about this position, please contact:

**CPS HR CONSULTING**  
*Your Trusted HR Advisor For 40 Years*

**KYLIE WILSON**  
Principal HR Consultant  
Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)  
Website: [www.cpshr.us](http://www.cpshr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant and strongest backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the City. Final placement is contingent upon the completion of comprehensive reference and background checks.

