



CHIEF DEVELOPMENT OFFICER



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 Manager's oversee the majority of the City's departments comprised of 977 FTEs and an overall city budget totaling \$861 million, of which \$327 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 to a AAA bond rating, highlighting the financial strength and stability of the organization.

For more information, visit the City of Georgetown's website: <https://georgetown.org/>

■ ABOUT THE ROLE

As one of the fastest growing cities in the country, with a mix of diverse housing and commercial development activity, the City has reached a level of size and complexity to necessitate a new structure for development services to ensure the team can successfully serve the community and its customers into the future. The Chief Development Officer will manage an adopted operating budget of \$7.6 million and lead the core areas of development services in Georgetown (Planning, Development Engineering and Building Services) with a focus on consistent and customer-focused processes.

The position serves at an Executive Director level within the organization, supervising director-level positions and given broad decision-making authority. As the position responsible for the overarching success of the City's development process, the incumbent will work to ensure functions under their direct responsibility, and others in the City involved in the development process, are committed to continuous improvement of the 5 P's: People, Process, Policy, Performance and Public Engagement.



Current staffing levels within the three core areas include Planning (19 FTEs), Building Services (23 FTEs) and Development Engineering (7 FTEs). Key partners within the City organization include the Transportation & Capital Projects Department, the Special Purpose Districts team within the City Manager's Office, the Real Estate team within the Legal Department, the Fire Marshall's Office, the Environmental Team within Public Works, Electric Engineering, the Downtown & Tourism team, and Economic Development.



■ KEY RESPONSIBILITIES

Continuous Improvement: Implement and reinforce a culture that tracks performance, continuously improves processes, and aligns the development code and engineering specifications to approved master plans and industry best practices.

Stakeholder Engagement: Implement practices that lead to genuine engagement with the development community, people impacted by development and other City departments impacted by new development.

Problem Solving: Find solutions to development-related challenges that work for the customer and uphold the community's values.

Team Building: Unite team members with diverse training and skillsets under a common vision and build a culture of collaboration.

People Development: Provide extensive and creative professional growth and learning opportunities for the excellent public servants on the City's development team.

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.



■ CURRENT INITIATIVES/ DEVELOPMENT DATA

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

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://georgetown.org/2024/05/29/city-council-adopts-downtown-master-plan-and-austin-avenue-corridor-study/>

Future Land Use and Future Mobility Plan

- Both plans were updated in early 2024, 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://georgetown.org/2023/12/14/future-mobility-plan-and-future-land-use-plan-updates-adopted-by-city-council/>



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

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 of 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.

Average Annual Development Activity Over Last 4 Years:

- 1650 development applications
- 165 commercial building permits
- 2100 single-family building permits
- 124 active construction sites



RECENT DEVELOPMENT ACTIVITY

- Wolf Ranch, home of the nation's first 3D printed neighborhood, named 2024 Austin Business Journal Master-Planned Community of the Year:
<https://www.bizjournals.com/austin/news/2024/03/21/wolf-ranch-neighborhood-wins-award.html>
- Parmer Ranch and Parkside on the River named among best-selling neighborhoods in Central Texas:
<https://www.bizjournals.com/austin/news/2024/04/23/georgetown-parmer-ranch-home-builders.html>
- ZT Systems announced 1,500 employee advanced manufacturing site in Georgetown:
<https://www.bizjournals.com/austin/news/2023/10/23/zt-systems-georgetown-manufacturing-site-austin.html>
- CelLink opens 1,800 employee advanced manufacturing site in Georgetown:
<https://www.bizjournals.com/austin/news/2024/04/25/cellink-department-of-energy-tesla-supplier-austin.html>
- GAF Energy opens largest solar roofing manufacturing facility in the country:
<https://www.bizjournals.com/austin/news/2024/05/13/gaf-energy-georgetown-solar-roofing-shingles.html>
- Development Pipeline Map
https://georgetown.org/gis/pdfs/DevPipeline48X36_072023_122023.pdf



■ THE IDEAL CANDIDATE

The ideal Chief Development Officer in Georgetown will be someone who is skilled at and finds joy in creating clear paths to success for customers and building a strong internal work culture in an environment where growth and development is fast-paced, and the challenges are ever-evolving. They will honor the storied history of Georgetown and work to preserve the special character of the community even as the City grows at levels unrivaled across the country. When faced with the always present challenges that come with a fast-growth community, they will ensure diverse voices are heard and will be oriented towards finding solutions that uphold community values and move projects forward.

As a team builder, the Chief Development Officer will unite the members of the development team behind a common purpose and vision and help them find joy in the important work they are doing to ensure Georgetown develops in a thoughtful manner. They will have passion for excellence, setting high standards, tracking performance, and ensuring that each day the team is fired up about getting better and providing consistent and timely service to their customers.

The City utilizes a performance dashboard tool that links and measures the City's current initiatives and key performance indicators (KPIs) to track the City's progress. This role will be responsible for maintaining development-related performance metrics and supporting staff in the collection and improvement of those metrics. It is ideal for candidates to have prior experience with managing complex analytical and strategic projects, working on organizational change and continuous improvement projects, along with experience in all aspects of city development processes. Knowledge of Municipal Utility Districts (MUDs) and Public Improvement Districts (PIDs) is essential for this role.

■ EDUCATION/EXPERIENCE

Candidates shall have a Bachelor's Degree from an accredited institution with course work in Urban Planning, Engineering, Public Administration, Business Administration, or Organizational Leadership. Candidates must have at least eight (8) years of experience in a municipal environment, to include three (3) years at the senior management level, along with at least five (5) years of supervisory experience. The city would prefer candidates to also have a Master's Degree from an accredited institution in similar course work, which may substitute for one (1) year of related experience.



■ COMPENSATION AND BENEFITS

The salary range for this position is **\$185,000 - \$205,000** 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, 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://hr.georgetown.org/benefits/>

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, July 1, 2024**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to: <https://www.cpshr.us/recruitment/2347>

For additional information about this position please contact:

KYLIE WILSON

Principal Consultant

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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.

