



Director of Development Services

Our mission is to advise, guide, and assist our customers to build safe, well, and fast; and continually improve customer service by being helpful, responsive, and courteous.

THE COMMUNITY

Missouri City, Texas, known as the “Show Me” city, has a population of over 70,000 and is conveniently situated 20 miles southwest of downtown Houston. The city covers 29.8 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the city is located in Fort Bend County with a small portion of the city in Harris County. Missouri City has easy access to both Houston airports (William P. Hobby Airport & George Bush Intercontinental Airport) and is less than 60 miles from Galveston. This location provides easy access to Texas Medical Center and other Houston facilities.



Since being incorporated in 1956, Missouri City has experienced tremendous economic growth and development, particularly along US 90A and Beltway 8. Major employers include Niagara Bottling Company, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Food, and Twin Star Bakery. Missouri City is currently experiencing significant growth and industrial/warehouse development along US90A and Beltway 8. Business Park 8Ninety has recently broken ground. Park 8Ninety is a 127 acre site with capacity for 1.75 million square feet of Class A industrial. Lakeview Business Park is also a recent (168 acres) industrial park development, which the City intends to build out in multiple phases, to include more than 20 buildings, when fully developed.

Missouri City is respected nationwide for its high-quality development requirements, evidenced by its designation as Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City’s visual environment. Missouri City is one of nine cities to have received this designation in Texas and the only city in the Houston region. It should be noted that, unlike neighboring Houston, Missouri City has been zoned since 1981.

Missouri City is a very diverse community and provides a high quality of life. Despite the size of its population, it has the feel of a small close-knit community. In fact, a Rice University study found that Missouri City has surpassed Houston as the region’s most diverse city. The City has 20 parks totaling 393 acres and includes a Recreation and Tennis Center and a 36-hole golf course. There are two school districts in Missouri City: Fort Bend ISD and Houston ISD. Additionally, there are several private schools and eight community colleges within 50 miles of the City. Houston is home to University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

The National Civic League has just announced Missouri City as one of 20 finalists for the 2016 All-America City Award (AAC). The City is one of only two Texas cities to earn the prestigious designation and the only one in the region. Missouri City has been recognized nationally as one of the Safest Cities in America by Congressional Quarterly, one of the Best Places to Live in America by CNN/Money Magazine and one of the Top 50 Best Places to Live in the U.S. by 24/7 Wall Street.

GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the city manager to lead and manage the day-to-day operations of the organization.

The City Manager oversees the work of 373 full-time employees, an annual budget of over \$130 million and 11 departments including Police, Fire, Finance, Courts Services, Economic Development, Public Works, Development Services, Parks & Recreation, Human Resources, Communications, and Technology & Innovation. The Leadership Team is working to build a high-performance organization that is both customer focused and oriented.

The City has adopted a 2029 Strategic Plan which can be accessed at:
<http://www.missouricitytx.gov/documentcenter/view/4298>.

THE DEPARTMENT

Missouri City's Development Services Department (MCDS) manages the growth and promotes development and redevelopment activities to ensure the safety of all citizens through the protection of life and property. Successful implementation of these activities retains property values, encourages commercial development and ensures the public health, welfare & safety of our citizens. Requiring development to conform to the regulatory standards provides quality development that establishes a sense of place that is essentially Missouri City. MCDS has 22 full-time positions and an operating budget of \$1.7 million.

MCDS is responsible for coordinating and overseeing all development activity within the City by developing and maintaining the City's Comprehensive Plan and administering land use regulations (zoning and subdivision). This is accomplished through the plan review, permitting, and inspection of all residential and nonresidential construction that occurs within the City in conjunction with the enforcement of health, nuisance, and property maintenance, and technical codes.

The vision of MCDS is to effectively and efficiently guide development and redevelopment activities to further enhance a community character to encourage strong neighborhoods and commercial vitality; creating a great place to live with quality development through buildout.

THE POSITION

The Director of Development Services is a member of the City's Leadership team and reports to an Assistant City Manager. He or she is the senior level professional in the department and is responsible for directing the daily operations of MCDS. The Director is responsible for the oversight and direction of three divisions: Planning and Zoning, Inspections and Permits, and Code Enforcement, Community Development, and Health.

KEY RESPONSIBILITIES:

- Oversees the development, maintenance, implementation and continuous improvement of the City's Comprehensive Plan relative to annexation, land use and demographics; reviews proposed zoning and development plan requests to ensure uniformity with the Comprehensive Plan; ensures that land use proposals are compatible with adjacent properties and intended uses; partners with other departments to increase collaborative efforts and improve guidelines relative to land use;
- Reviews and updates subdivision, signs and landscaping ordinances, and architectural overlay districts to ensure that they reflect established community standards;
- Manages department staff to ensure fair, consistent and effective development processes with the goal of facilitating rather than regulating appropriate developments as identified in the Comprehensive Plan;
- Manages staff charged with providing recommendations and administrative assistance to the Planning and Zoning Commission and City Council Zoning Board of Adjustment on matters pertaining to City planning and zoning;
- Provides administrative services to the City Development Authority, Tax Increment Reinvestment Zones and Public Improvement Districts;
- Oversees the administration of the City's Community Development Block Grant funds;
- Directs operations of the Environmental and Health Code and Inspections Division to ensure the application, enforcement, appropriateness and relevance of all codes;
- Directs operations of the Chief Building Official office to ensure the fair and consistent application of applicable codes and to provide efficient and effective customer service;
- Provides administrative services to the City Development Authority, Tax Increment Reinvestment Zone and Public Improvement Districts;



IDEAL CANDIDATE

This is a tremendous opportunity for a dynamic, visionary leader that can motivate and lead a progressive and high-functioning team, in cooperation and collaboration with a diverse and committed leadership team and community. The ideal candidate has a strong, transparent, and motivating leadership style that fosters a culture of respect and develops sustainable relationships and demonstrates adaptability to thrive in a complex and ever-changing environment. The new Director will be an advocate and communicate the positive impact that development services has on a growing community, and possesses these additional core competencies:

- **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short and long-range planning projects, strategies, priorities, goals and objectives.
- **Adaptable and Managing Change** – Adapts to ongoing challenges and capable of shifting in various directions due to changes in project priorities or issues; provides updates to City leadership on an ongoing basis.
- **Results Oriented** – Provides a high level of customer service; leads the identification and development of roles, goals and objectives. Identifies opportunities to achieve effective and efficient project delivery.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex project challenges; provides/implements creative solutions and courses of action.
- **Collaborative** – Has a professional presence suitable 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.
- **Leadership** – Demonstrates an enthusiastic and empowering 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.
- **Communication Skills** – Strong interpersonal, analytical, written and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.

- **Technical Expertise** – Demonstrates knowledge of and experience with applicable professional/technical principles and practices with planning and development; Citywide and departmental procedures/policies, zoning development codes, and federal and state rules and regulations.

EDUCATION AND EXPERIENCE

Bachelor's degree in Urban Planning, Engineering, Architecture or a closely related field from an accredited college or university and at least five years of related professional experience. Master's degree desired. A minimum five years of professional experience in administration, senior level city government, architecture, or urban/regional planning, at the assistant director, director, or comparable level. AICP credentials are highly desirable!

The salary range for this position is commensurate on the qualifications and experience of the successful candidate.

The City also offers an attractive benefit package which can be accessed at:

<https://www.missouricitytx.gov/232/Compensation-Benefits>

APPLICATION PROCESS

The first resume review is Monday, March 29, 2021. To be considered, please submit a detailed resume, cover letter, and six work-related references. 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.

To review more information on the position, and to submit your materials visit: <https://www.cpsr.us/recruitment/1740>.

For additional information about this position please contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in early April. The City anticipates holding first round interviews in mid-April. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

