



MANOR

EST. **TEXAS** 1872

People. Principles.
Purpose. Partnerships.

Development Services Director

CITY OF MANOR TEXAS





THE COMMUNITY

Promise and Community. Those words perfectly describe Manor, Texas - an up-and-coming city with an inviting spirit and incredible opportunities for economic development, education, arts, and culture. Located in the middle of the Dallas, Houston, Austin/San Antonio triangle and just 12 miles east of Austin on U.S. Highway 290, Manor is home to more than 21,714 residents and is poised to see explosive growth over the next decade. Its proximity to the Austin metro area, affordable land, and its location at an interchange of the SH130 toll road have set the stage for this growth. Many new subdivisions offer a variety of housing types for first-time homebuyers to retirees. In addition, the possibility of the still-active rail line being used for commuter rail has increased growth prospects. As one of the safest and most diverse communities in Travis County, residents are attracted by centrally located jobs, livable wages, and a family-friendly environment. Manor is designated as a Purple Heart City (first Purple Heart school district in Central Texas), Gold Level Scenic City, and holds a Film Friendly Texas certification. More than 60 movies have been filmed in Manor.

Although the Austin area is perhaps one of the fastest-growing regions in the country, Manor has been able to maintain its small-town feel while placing a high emphasis on planning for the future. The City's wide-open spaces not only give residents and visitors numerous recreational opportunities – there are nine city, county, and district parks in the area that feature fishing lakes, nature preserves, hike/bike trails, picnic areas, and more – but they are also attracting lots of development. There are currently nine large residential subdivisions under construction, or in the permitting process. In terms of commercial development, 306,000 square feet of industrial space is in the permitting process. Nearby family and entertainment spots such as Manor Community Farmers Market, Banner Distilling

Company, A2M trail, and a paved bicycle route stretching from Austin to Manor, only add to the sense of promise and community.

Beyond the City's commitment to welcoming new opportunities for growth and development is its steadfast commitment to education. Manor ISD (MISD) serves more than 9,500 students from Pre-K to 12th grade across 14 campuses. With its focus on groundbreaking educational approaches, MISD was named a District of Innovation by the State of Texas. This prestigious designation awarded more local control over instructional decision-making, empowering MISD to think differently and innovate. As a result of this expanded freedom, MISD developed three distinct educational approaches to support diversity in learning style and offers an International Baccalaureate (IB) curriculum – which encourages learning from a global perspective – at several schools. Higher education opportunities are readily available within a short commute including the University of Texas at Austin, Austin Community College, St. Edward's University, and many more.

The average home value is \$287,960.00.

Recognized as:



GOVERNANCE AND ORGANIZATION

The City of Manor is a “Home-Rule” city that operates under the Council-Manager form of government. Manor’s governing body is made up of six City Council Members and the Mayor, all of whom have an equal vote in making decisions for the City. The Mayor and the Council Members are elected at large.

Operating with an FY 2023-2024 budget of \$35.9 million and an ad valorem tax rate of \$0.6789 per \$100 in valuation, Manor’s 120+ employees deliver quality municipal services to residents and businesses.

As part of the City’s efforts to outline a 2050 Comprehensive Plan, the City Council created the following vision and guiding principles:

★ Vision: People from all backgrounds call Manor home. This community provides the opportunity to raise a family, start a job, or grow a business. The community is well connected and supports local business. Multiple transportation options position Manor perfectly to have a booming economy. This makes Manor a gem in the region.

★ Guiding Principles: Embedded Equity, Healthy Community, Connected Community, Resilient and Transformative Economy, and Livable Places for All.



ABOUT THE POSITION

Under the direction of the City Manager or assigned designee, the Director of Development Services plans, directs, and supervises the activities and operations of the Planning, Building, Inspections and Permitting, and Code Enforcement functions of the City of Manor and the management of the Planning & Zoning Commission, at a highly advanced, senior level—knowledge of negotiating development agreements and other agreements within the City.

Reports to:

City Manager

Salary:

\$122,449.60- \$131,872.00

NOTE: Regular attendance is considered an Essential Function for this position.

OPPORTUNITIES AND CHALLENGES

- ★ Assumes complete management for Development Services Department services, programs, facilities, and activities, including Capital Improvement.
- ★ Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
- ★ Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions.
- ★ Prepares staff reports and other appropriate analysis to the Planning Commission and City Council on planning, zoning, and subdivision issues. Prepares complex reports, surveys, studies, resolutions, ordinances and exhibits.
- ★ Oversee department standards for responsiveness, service quality, open communication, safety, and excellent customer service.
- ★ Prepares multiple specialized budgets related to assigned activities; oversees budget implementation; determines budget forecasts; administers the approved budget.
- ★ Provides staff support or appoints designee to various City boards and committees, including meeting scheduling, preparation of agendas and meeting materials, facilitating discussion, taking minutes, making presentations, and timely notification of appropriate parties.
- ★ Update and maintain City maps and all forms used for zoning and planning matters.
- ★ Encourage the professional development and training for the Development Services staff to ensure the success of the department.
- ★ Assist in recruiting commercial and industrial developers by meeting with developers, retailers, and property owners to encourage development opportunities in the City of Manor.
- ★ Coordinate information with the Economic Development, Finance, and City Manager departments to partner with outside entities in the city's development. Attend and present at the City Council meetings as required regarding all developments throughout the City.



IDEAL CANDIDATE

- ★ Operations, services, and activities of a comprehensive public development program.
- ★ Advanced knowledge of laws, regulations, and policies governing the conduct of Development activities.
- ★ Advanced principles and practices of program development and administration.
- ★ Represent the City of Manor in various local community leadership meetings as well as meetings with outside sources.
- ★ Principles and practices of municipal budget preparation and administration.
- ★ Statistical and financial research methodology.
- ★ Plans organized and coordinated the departments Disaster Recovery Plan; assists and makes recommendations to department
- ★ Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- ★ Effectively respond to high pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.
- ★ Assist in the planning, directing, delegation and coordinating work of assigned staff.
- ★ Provide excellent public relations and customer service, often to multiple customers during the same time.
- ★ Communicate effectively with diverse groups of individuals

utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult customers.

- ★ Assist in the formulating, implementing, and administering of policies and procedures for effective fiscal control.
- ★ Exhibit good professional judgment, analyze facts, recognize problems, and formulate and implement viable solutions.
- ★ Proficiently use general office machines, such as phone, computer, calculator, copier, scanner, and fax machine.
- ★ Proficiently use computers and Microsoft office applications; learn and proficiently utilize new computer applications including Incode software.

Education/Exp. Required

- ★ High School diploma / GED required.
- ★ Graduation from an accredited four-year college or university with a degree in Urban Planning, Public Administration, Geography, Community Development, or a related field.
- ★ More than 5 years of planning and development of municipal infrastructure.

Supervisory Responsibilities

YES

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ★ Work is mostly in an office setting with routine field work for developmental
- ★ needs. May include flexible hours, including weekends, holidays and some after-hours work or overtime work in
- ★ response to emergencies. Stressful situations are inherent to this
- ★ position. Work may occasionally require travel, including overnight stays, training,

Preferred Certification

First Aid and CPR/AED

American Institute of Certified Planners (AICP) certification

Congress for the New Urbanism (CNU)

Other Requirements

- ★ Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy. Proof of citizenship and/or eligibility to legally work in the United States.
- ★ Satisfactory background check
- ★ Must submit to and pass a pre-employment drug test.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ★ Must be able to sit or stand for long periods, answering phones, assisting defendants, performing computer work, filing, copying, scanning, and other administrative work.
- ★ Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- ★ Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- ★ Must be able to handle stressful situations.
- ★ Must possess mental acuity for attention to accuracy and detail.
- ★ Must see in the normal visual range with or without correction.
- ★ Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.



APPLICATION PROCESS

Please apply online:

www.cityofmanor.org

In Person:

105 E. Eggleston St. Manor, TX 78653

The City of Manor is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Manor
cityofmanor.org

City of Manor Social Media

