

DIRECTOR OF COMMUNITY DEVELOPMENT

HIGHLAND PARK, TEXAS



EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

Located approximately four miles from downtown Dallas, the Town of Highland Park was named after its higher elevation and the fact that about 20% of developed land was reserved for park space. Highland Park was incorporated in 1913 and has a population of 8,864 residents in 2.2 square miles of land. There are 2.6 million people living in the greater metro area. Most of the Town is occupied by single family residences; however, the Town contains some multi-family structures as well as retail, restaurant, office, service, and church facilities. With Dallas surrounding Highland Park on its east, west, and south sides, the Town is the perfect combination of small-town feel with big-city amenities nearby.



Residents and visitors enjoy the many festivals and events in and around Highland Park. These include the 4th of July Parade, Annual Tree Lighting, National Night Out, Dallas Marathon, Quarterly Service Award Luncheons, and the Easter Egg Hunt. Other attractions include the Dallas Zoo, Dallas Aquarium, Dallas Arboretum and Botanical Gardens, Dallas Museum of Art, Perot Museum, and the George W. Bush Presidential Center. The Town also has numerous high-end restaurants and shopping opportunities.

Many professional sports teams call this area home, including the Dallas Mavericks, Dallas Cowboys, Dallas Stars, and the Texas Rangers.

The Town is in Highland Park Independent School District, with 6,700 students, as well as a small portion located in the Dallas Independent School District. The Jesuit Collegiate Preparatory School of Dallas and The Hockaday School are private school options. For those seeking higher education, Southern Methodist University, University of North Texas, University of Texas at Dallas, University of Texas at Arlington, University of Dallas, Texas Christian University, and Texas Woman's University are close by. Notable medical facilities nearby include the Texas Health Presbyterian Hospital Dallas, Baylor Scott & White Medical Center, and the UT Southwestern Medical Center.



Many major interstates are accessible from Highland Park, including I-35, US-75, I-45, and I-30. The Town is only 3.5 miles from Dallas Love Field Airport and 21 miles from Dallas-Fort Worth International Airport. Dallas Area Rapid Transit (DART) also supplies rail and bus transportation.

The Town is a mostly residential community with employment opportunities at the Highland Park Village, Shops at Highland Park, Whole Foods, and governmental entities such as the Town of Highland Park and Highland Park ISD. The Town has a stable population with little-to-no growth over the years. The development that occurs within the Town is typically high-end development.

The Town of Highland Park has a median household income of \$249,923 and an average home value of \$3,672,818.

Visit Highland Park to find out why the Town is known as “An American Community Making a Difference.”

A haven for home and fireside. Undisturbed by conflict of commercial or political interests. The function of government in Highland Park is protection of the home. Citizens who cherish their homes will vigilantly preserve their heritage of self-government.

MISSION

Highland Park provides residents quality public services which contribute to a healthy, safe, and prosperous neighborhood of tranquility and natural beauty.

VISION

Sense of Place – Maintain Highland Park’s distinctive neighborhoods with meandering tree-lined roads interspaced with flowering parks.

Leadership – Encourage Highland Park to remain a premier place to live, supported by high-quality and enduring development standards.

Caring Community – Recognize Highland Park’s small-town charm and values of informed residents, while appreciating the community’s legacy.

Exemplary Governance – Demonstrate respect, stewardship, vision, and transparency in all things said and done.

Service Excellence – Deliver public service that is responsive and professional, while balancing efficiency, effectiveness, and financial stewardship.

VALUES

Integrity – WE are worthy of the public’s trust in all things by dealing honestly and respectfully with the public, and with each other, at all times.

Innovation – WE value progressive thinking, creativity, flexibility, and adaptability in service delivery.

Accountability – WE take personal responsibility for our actions or inaction while putting the interest of the public first ensuring the efficient, cost-effective, and sustainable use of public resources.

Commitment to Excellence – WE behave responsibly in the delivery of services to the public with our work characterized by its quality and by the diligence with which it is executed, while proactively seeking to solve problems in advance.

Respect – WE treat others as we would like to be treated.

Teamwork – WE work together toward common goals, through cooperation and partnership.

Communication – WE are purposeful in interacting effectively with our citizens and the community at large focusing on maintaining an environment of open communication that invites the public to participate in decisions concerning Town services and the funding of those services.

GOVERNANCE & ORGANIZATION

The Town of Highland Park is chartered as a home-rule city and functions under the council-manager form of government. There are six council members, including the mayor, who are elected at-large to two-year terms. The Town has low political dynamics with the Town Council working in a collegial manner with Town staff for the overall betterment of the community. The people, quality of life, and focus on maintenance and improvement of the Town makes Highland Park stand out.

The Town employs approximately 137 full-time equivalent employees, 82 of whom work in the Department of Public Safety, and a number of part-time/seasonal employees. The Town staff provides a wide range of municipal services including Finance, Engineering, Development Services, Building Permits and Inspections, Library, Human Resources, Municipal Court, Parks (including swimming pool, tennis, and playground facilities), Public Safety (Police, Fire, and Emergency Medical), Streets, and Utilities (Potable Water, Sanitary Sewer, and Storm Sewer). Some other major services — such as refuse/recycling collection and street sweeping — are performed under the terms of contracts with third parties.

Positions that are appointed and/or confirmed by the governing body include Town Administrator, Town Secretary, Town Attorney, Municipal Court Judge, and Local Health Authority.

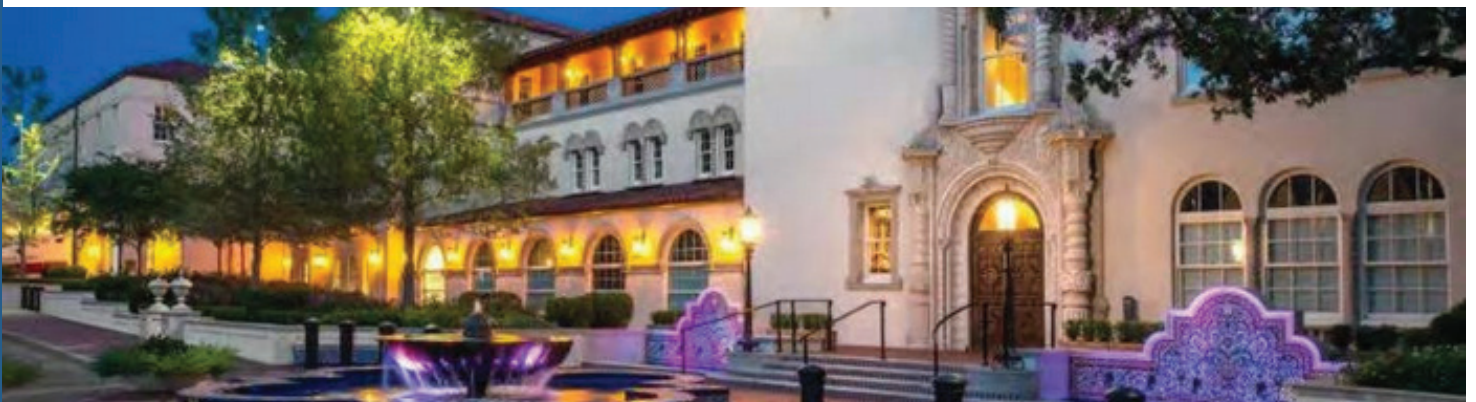
Tobin Maples, AICP, is the current Town Administrator, who joined the Highland Park team on June 5, 2023. His experience includes over 27 years of serving cities through a broad spectrum of public administration and private sector consulting. His years of public service coupled with his private sector tenure, allow him to manage from the local government administrator's perspective and the private sector owner's perspective simultaneously.

Major projects underway or recently completed include:

- Lakeside renovations
- Creation of pickleball courts
- Fairfax Park
- Douglas Park
- Teddy Bear Park
- Various road reconstruction projects
- Replacement of the elevated water tank

Major awards include the Distinguished Budget Presentation Award by Government Finance Officers Association (GFOA); Certificate of Excellence in Financial Reporting for the Annual Comprehensive Financial Report; and Achievement of Excellence in Libraries Award.

The Town has a total fiscal year General Fund budget of \$32,200,273 and 137 full-time employees. The ad valorem tax rate is \$0.220530 per \$100 of valuation.



ABOUT THE DEPARTMENT

The Community Development Department (formerly Development Services) is composed of six divisions: Planning and Zoning, Building Permits, Code Enforcement, Parks and Recreation, Swimming Pool and Facilities. The department's goal is to improve the built environment and quality of life in Highland Park through proactive management of the Town's Parks and Recreation division and the administration of zoning, subdivision, and life safety regulations.

There are six employees in this department, including the Director. Currently, the Director oversees the Assistant Director, two Building Inspectors, one Permit Technician, and one Plans Examiner. At the direction of the Director, the Assistant Director oversees Parks and Recreation and Facilities.

Community Development Department goals and objectives include:

- Provide quality development and redevelopment for the Town.
- Provide timely and accurate plan review services, with new residential and remodel/addition plan reviews averaging two weeks.
- Continue to provide professional, courteous, and efficient service to the public.
- Evaluate current permit processing platforms, inclusive of implementing updates and/or new programs.
- Evaluate and update zoning, subdivision, and life safety regulations, inclusive of incorporating form-based guidelines.
- Assist with developing solutions and increasing awareness related to town-wide, on-street parking challenges.
- Provide excellence in customer service and proactive response in enforcement activities related to departmental service functions.
- Update the Town's building permit software.
- Develop a strategic planning initiative.
- Update the Town's zoning and subdivision regulations.
- Assess and update the Town's development process.



Performance measures for FY24 include:

Number of inspections performed
7,500 projected

Total permits issued
1,700 projected

Total permit fees & licenses (in thousands)
\$1,626 projected

ABOUT THE POSITION

The Director of Community Development serves as a valued member of the Town of Highland Park's Management team and is responsible for directing all aspects of Parks and Recreation, Planning and Zoning, Building Permits and Inspections, and Code Enforcement for the Town. This includes the administration, operation, planning, financial management, and intergovernmental relations of the department.

Reporting to the Town Administrator, this position is responsible for strategic planning with a focus on long-term goals and objectives for the department, including establishing criteria for process management, project scheduling, and prioritization to maximize efficiency and effectiveness of operations. The Director attends Town Council, Zoning Commission, and Zoning Board of Adjustment meetings and workshops; participates in community events and outreach programs; and fosters a culture of exceptional customer service and superior results.

The Director exercises initiative and independent judgment in providing full management oversight of the Community Development Department. They direct, plan, supervise, oversee, implement, and organize the financial management, operations, workflow, and maintenance of the department. This position analyzes departmental operations to develop, recommend, and implement both short- and long-range goals, policies, and programs. Managing and participating in the development and administration of the department budget – including forecasting funds for staffing, training, equipment, supplies, and budgetary adjustments as necessary – is part of the Director's job. They also work closely with the Town Administrator, Management Team, and Town employees to plan, organize, track, and implement strategic initiatives, programs, and projects.

Other responsibilities of the Director of Community Development include:

- Conduct, prepare, and present a variety of digital and written correspondence including Town Council, Zoning Commission, and Zoning Board of Adjustment agenda requests and communication reports, and policies, procedures, and ordinances.
- Lead and direct special projects concerning department issues, city events, and others as assigned.
- Coordinate with the Town Administrator to identify Town Council goals and strategic planning initiatives.
- Meet and confer with residents, builders, and other business interests to answer questions and discuss Town policies and procedures regarding the built environment.
- Respond to and resolve sensitive inquiries and complaints from internal and external stakeholders.
- Supervise application processing for zoning, subdivision, building, mechanical, plumbing, and electrical permits.
- Review and evaluate proposed zoning requests, building plans, and subdivision plats to ensure compliance with zoning, building and life safety, fire, environmental, flood hazard, energy, landscape, clearing, grading, drainage, and related codes.
- Check plans and specifications for zoning and code compliance and perform field inspections when necessary.
- Supervise and assist with the Town's code compliance function, appearing in court and presenting evidence when necessary.
- Supervise preparation of monthly departmental reports.
- Lead and direct special projects as assigned.
- Recruit, train, and evaluate department personnel.



OPPORTUNITIES AND CHALLENGES

The next Director of Community Development will focus on the following opportunities and challenges:

- Review and recommend changes to the Town's code of ordinances, specifically as they relate to zoning and building regulations.
- Work to cultivate relationships with the building community.
- Develop and implement solutions to challenges associated with residential construction activity parking issues and construction site maintenance.
- Identify, recommend, implement, and communicate process improvements related to building activity within the Town.
- Replace the current building permitting software, which will involve working through a process to identify and implement a software solution.
- Be aware that the Town Administrator may create a standalone Parks and Recreation Department, including Parks, Pool, and Facilities, which will mean the Community Development Department will no longer oversee these areas.

IDEAL CANDIDATE

The Town of Highland Park is seeking an experienced leader who can successfully manage municipal development services to serve as its next Director of Community Development. The ideal candidate will balance interests between the building community and Town residents. Having an intimate understanding of city planning, zoning, and building development processes is critical. A team-oriented, collaborative work style and strong customer service skills are essential for success in this role.

The ideal candidate will possess a comprehensive knowledge of development-related functions, including planning, building safety, permitting, neighborhood services, and code compliance. They will be an excellent communicator, who is able to work effectively with senior-level management in a variety of public and private organizations. The ideal candidate is a strategic thinker and problem solver, who can provide executive-level leadership with a high-level of integrity, above-reproach ethics, and a strong commitment to public service.

Additional qualities of the ideal candidate include the ability to interpret codes and judge compliance with set standards; establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; and read and understand detailed plans and specifications. The chosen Director will be an effective communicator, both verbally and in writing, and have a working knowledge of word processing, spreadsheet, and applicable financial computer applications. Conducting research and preparing comprehensive reports will be no problem for the ideal candidate. They will also be physically capable of moving about on construction sites and under adverse field conditions.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in urban planning, architecture, civil engineering, public administration, construction science, business management, or a related field. A master's degree is preferred. At least seven (7) years of experience in a progressively responsible position related to community development, planning, construction, or public administration is required. Candidates must have a valid Texas driver's license. A strong supervisory background and experience is preferred.

COMPENSATION AND BENEFITS

The Town of Highland Park offers a competitive salary range of \$141,041-\$204,035 commensurate with qualifications and experience. The Town offers a generous benefits package, including medical, vision, and dental insurance; life insurance; Aflac supplemental insurance; optional 457 and Roth IRA plans; and paid sick leave, vacation, and holidays. A \$580/month car allowance and \$65/month phone allowance (or Town-issued phone) are provided. The Town participates in the Texas Municipal Retirement System (TMRS) at a 7% employee contribution and a municipal matching ratio of 2:1 and a five-year vesting period. A wellness program that provides up to \$2,100 in incentives per year is also available.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Larry Gilley, Sr. Vice President

LarryGilley@GovernmentResource.com

325-660-4208



The Town of Highland Park is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

Town of Highland Park

hptx.org

Community Development Department

hptx.org/101/Building-Inspection

