

EXECUTIVE DIRECTOR OF PLANNING AND DEVELOPMENT

Mansfield, Texas



EXECUTIVE
RECRUITMENT
PROVIDED BY



THE COMMUNITY

A gem in the heart of the Dallas-Fort Worth Metroplex, the City of Mansfield offers a flourishing community that's minutes to everything and second to none. The city boasts over 125 years of rich history and a population of over 83,000, having transformed from a quaint farming community into a bustling suburban city. Today, as one of the fastest-growing areas in Texas, Mansfield pairs world-class experiences and culture with unparalleled community service, all within a welcoming hometown environment.

Strategically positioned in south-central North Texas, the city combines the familiarity and charm of small-town living with the benefits of big-city amenities. It spans 36.69 square miles across Tarrant, Ellis, and Johnson Counties — areas known for their rapid development and economic vitality. And with a median household income of \$116,000 and average home values of nearly \$515,000, the city represents a flourishing economic landscape with promising opportunities for investment and growth.

Mansfield's calendar is dotted with unique events that highlight its community spirit. From the world's only Pickle Parade to poignant Veterans Day celebrations and a popular Hometown Holidays event, the city thrives on festivities that unite residents. Other noteworthy community attractions include the Man House Museum, showcasing Mansfield's historical tapestry, and Oliver Nature Park, offering an escape into natural beauty with trails, ponds, and diverse wildlife. The Farr Best Theater, an entertainment cornerstone for over a century, proudly shares Mansfield's commitment to arts and culture through a 158-seat venue.

The city's Hawaiian Falls Water Park promises endless family fun with water slides and pools, while Mansfield's proximity to Dallas and Fort Worth means residents have easy access to zoos, museums, sports arenas, and more within a 30-minute drive. Shopping and dining experiences also abound, from the bustling Shops at Broad to the quaint boutiques and eateries of Historic Downtown Mansfield, offering everything from high-end dining at Meehan's Chophouse to casual bites at The Backyard.

Community families are served by the Mansfield Independent School District, which is regularly recognized for its commitment to excellence and innovation. The split 5A/6A district encompasses all of Mansfield and parts of Arlington, Grand Prairie, and surrounding unincorporated areas, and its student population of over 35,000 continues to grow. Those who prefer private options have their choice of The Oakridge School, Pantego Christian Academy, Grace Preparatory Academy, St. Paul's Preparatory Academy, and the Newman International Academy of Mansfield. Meanwhile, nearby opportunities for higher education include Tarrant County College, The University of Texas at Arlington, Texas Christian University, the University of North Texas, Dallas Baptist University, The University of Texas at Dallas, and Navarro College.

The city is also a hub for healthcare, with facilities like Texas Health Hospital Mansfield, Methodist Mansfield Medical Center, and Baylor Scott & White Primary Care providing top-tier services.



ECONOMIC VITALITY

The population within a 3-mile radius of Mansfield is projected to grow by 3.19% year over year from 2023-2028. Already the third largest city in Tarrant County behind Fort Worth and Arlington, City planners also project that the City of Mansfield will grow to 134,097 residents within the next decade.

Dallas-Fort Worth's commercial real estate market has a vacancy rate of 9.7%, which may be peaking as new deliveries slow. Asking rent growth is currently 7.6%, and new leasing in the first quarter of 2024 was up over 20% compared to the first quarter average of the previous three years.

All this growth is translating to a number of significant projects underway or recently completed in the community, including an HEB grocer, the High 5 entertainment complex, a multi-sport stadium that recently broke ground in the City's new entertainment district in partnership with FC Dallas, and mixed-use developments like Geyer Commons, Heritage Park, and Smith & Elm. Other major projects on the horizon include Super Studios, the Mansfield Innovation District, Nack Development Downtown, Crystal Window and Doors, Infinity Sounds, and a new Mansfield City Hall.

TOP EMPLOYERS

Mouser Electronics
Methodist Mansfield Medical Center
Klein Tools
Hoffman Cabinets
BCB Transport
R1 Logistics LLC
SJ Louis Construction of Texas
Conveyors Inc.
UAC
Southern Champion Tray

Minutes to everything. Second to none.

VISION & VALUES

Our Vision: A vibrant city for people and businesses that value world-class experiences, culture, quality, and a second-to-none level of community services in a hometown environment.

To achieve this, the City of Mansfield follows five guiding principles known as **True NORTH**:

- **Noteworthy Essentials** — The City of Mansfield will continue to deliver high-quality essential services to its residents, businesses and visitors.
- **Organizational Excellence** — The City of Mansfield will foster a healthy environment for its own employees to maximize productivity, boost morale, attract high-quality candidates and establish itself as a destination employer.
- **Remarkable Experiences** — The City of Mansfield will find creative and innovative ways to provide its residents, businesses and visitors with world-class amenities and experiences – above and beyond essential functions and services.
- **Together As One** — The City of Mansfield will remain a close-knit community as growth continues. The City of Mansfield will provide world-class social infrastructure and opportunities for all of its residents to connect and enjoy remarkable experiences together.
- **Healthy Economy** — The City of Mansfield will support and strengthen its economy in all strategic decision-making and will leverage its assets to preserve its economic vitality.

GOVERNANCE & ORGANIZATION

Mansfield operates under a council-manager form of government with seven City Council members, including a mayor, setting vision and policy for the organization, approving budgets and tax rates, and handling legislative matters.

All seven are elected at large to three-year terms without term limits. In addition to appointing residents to city boards and commissions, the City Council also appoints a city secretary and a city manager tasked with guiding daily operations.

City Manager Joe Smolinski, who was appointed in August 2020 after serving several years in the organization's Utility Department and then as a Deputy City Manager, oversees 543 employees and an annual budget of \$355.29 million based in part on an ad valorem tax rate of \$0.659293 per \$100 of assessed value.



COUNCIL STRATEGIC PRIORITIES

Develop a Strong Economy

Provide a Safe Community

Improve Citywide Mobility

Focus on the Future

Build Strong Neighborhoods

RECENT ACCOLADES

Governor's Community Achievement Award,
Keep Texas Beautiful

2023 Council of the Year,
Texas City Management Association

Outstanding Public Drinking
Water System Award,
Texas Commission on Environmental Quality

ISO 1 Fire Service,
International Organization for Standardization





ABOUT THE DEPARTMENT

Mansfield's Planning & Development Department includes the City's Planning Division and the operations of several boards and commissions, including the Planning & Zoning Commission, the Historic Landmark Commission, and the Board of Adjustments. It also includes Building Services: the Building Safety Division and Facilities Management.

Planning Department staff administer land use and subdivision regulations designed to encourage the development of safe, accessible, and attractive properties and enhance property values throughout the community. They also provide technical assistance on zoning and development matters before the Planning and Zoning Commission and City Council.

The Building Safety Department is committed, through a cooperative effort with residents, to providing outstanding service by ensuring that commercial buildings and residential homes constructed, altered, or maintained in Mansfield meet the recognized standards for overall quality of life and building safety.

The Planning & Development Department operates with 27.5 full-time employees and an annual budget of approximately \$6 million.

DEPARTMENT GOALS

- Facilitate the development and redevelopment of Mansfield in a manner consistent with the vision, values, and traditions of its residents, businesses, and visitors.
- Evaluate and amend land use codes regularly.
- Pair provisions for land use with complementary placemaking and other urban design controls.
- Introduce an architectural pattern book depicting desired physical outcomes.
- Introduce and implement design guidelines for historic landmarks and historic neighborhoods in Mansfield.
- Expedite the development review process by creating a predictable approval process.
- Coordinate the development review process and Development Review Committee meetings.
- Continue to explore and expand electronic options to review and approve development plans.
- Continue to implement, evaluate, and adjust internal controls to deliver predictable outcomes.
- Ensure the Planning and Zoning Commissioners receive training and other support to propose and provide well-informed recommendations to the City Council on land use proposals and other urban development matters.
- Increase training opportunities for board and commission members.

BOARDS & COMMISSIONS

- The **Planning & Zoning Commission** reviews plats and makes recommendations to the City Council regarding site plans and requests for zoning changes, changes to Mansfield's zoning and subdivision ordinances, the city's comprehensive land-use plan, and its impact fee requirements. Additionally, the commission serves as the **Capital Improvements Advisory Committee** and the **Tree Board**.
- The **Historic Landmark Commission** makes recommendations to the City Council on the designation of historic sites or districts, acts and assists the City Council in formulating design guidelines and other supplemental materials relevant to the historic preservation or design review, and approves or disapproves new construction or the restoration, alteration, or maintenance of any historic resource or other building within a Historic Landmark District.
- The **Historic Preservation Advisory Board** advises the city on preserving Mansfield's history, especially as it relates to the Mansfield Historical Museum and Heritage Center, the Man House, and Historic Downtown Mansfield. The board works with city and community groups to ensure that the history of Mansfield is made accessible to residents, visitors, and future generations.
- The **Zoning Board of Adjustment** hears requests for variances and special exceptions to the Zoning Ordinance requirements and decides on appeals when it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance.
- The **Construction Codes Board of Adjustments & Appeals** hears appeals and variances regarding building construction codes and makes decisions concerning the demolition of substandard structures and dangerous buildings.

DEPARTMENT MISSION

To elevate the quality of life for residents, businesses, and visitors in Mansfield by: delivering meaningful land use outcomes that are collaborative, inclusive, and practical; integrating architecture, landscape architecture, and urban design considerations faithfully honoring our community's authentic past while celebrating its future; and sustaining cohesive and iconic development patterns worthy of preservation and emulation.



ABOUT THE POSITION

Reporting to an Assistant City Manager, the Executive Director of Planning and Development oversees and directs all planning initiatives, zoning, and development services within the city. This role ensures strategic planning, compliance with regulations, and effective management of the department, playing a pivotal role in shaping the city's growth and development strategies. Essential duties include.

- Overseeing recruitment, employment, evaluation, and release of staff and contract personnel.
- Supervising all organization staff, directly or indirectly, through senior staff.
- Developing organization-wide or department-wide goals, objectives, policies, and procedures.
- Preparing and managing the department's operational budget.
- Ensuring that elected and appointed officials are fully informed about significant trends, events, or issues.
- Representing the organization on regional and local boards.
- Implementing General Plan and other planning projects.
- Reviewing all departmental reports and presentations.
- Evaluating planning-related legislation and its applicability to department projects.
- Conducting Planning Commission and related public meetings and hearings.

OPPORTUNITIES & CHALLENGES

The new Executive Director of Planning and Development will join a dedicated team of public servants who keep busy responding to the needs of a growing community.

The City Council recently adopted the Mansfield 2040 Plan, which contains land use policies and goals to guide recommendations provided by the Planning and Zoning Commission and decisions made by the City Council. The new hire will help ensure those goals are achieved and work with applicants to align future projects with updated City standards.

The community currently has two high-functioning and performing form-based development districts guiding and directing development patterns within its historic and economic centers. The selected candidate will work closely with elected and appointed officials, the development community, and colleagues throughout the organization to continue attracting vibrant, complementary projects.

This will include working with the City Manager and the Mansfield Economic Development Corporation to deliver approximately \$4 billion of new investment to Mansfield in the form of mixed-use development, entertainment (including a minor league stadium), and new research and development and other innovation-driven firms that will positively influence the rich economic, physical, and social fabric of the community for years to come.

In addition to these significant ongoing efforts, upcoming department initiatives include considering a rewrite of the zoning ordinance, exploring the adoption of pre-approved architectural plans for various housing options, and improving development review and approval processes.

IDEAL CANDIDATE

The City of Mansfield is searching for a strategic thinker with a passion for planning and development — someone who thrives in a high-stakes environment and is committed to shaping a community's future — to serve as its next executive director.

This role demands a seasoned professional with a robust background in managing community development programs, including public improvement districts and tax increment reinvestment zones. A strong track record working within a high-growth community and experience in economic development would be particularly valuable.

Candidates should have extensive knowledge of planning theory, principles, and techniques and a thorough understanding of relevant federal, state, and local laws, ordinances, and codes. Strong management skills are also essential, including expertise in supervision, training, performance evaluation, budgeting, and finance. Additionally, the role requires proficiency in research and analysis methods and familiarity with real estate terminology, laws, practices, principles, and regulations.

Exceptional public relations, problem-solving, negotiation, and persuasive leadership skills are critical, enabling effective communication throughout the organization and with various stakeholders, City leaders, and citizens. The next Executive Director of Planning and Development must also be adept at preparing and presenting reports and managing high-profile, sensitive, or controversial political situations.

The ideal candidate is organized, adaptable, and project-oriented, with a proven ability to keep departmental tasks and development projects progressing on schedule. They also excel in leadership, inspiring their team to stay aligned with the City's strategic goals while meeting and exceeding the expectations of City administration, the City Council, and the public.



EDUCATION & EXPERIENCE

Candidates should have a master's degree in urban planning, public administration, architecture, or a related field and at least eight (8) years of progressively responsible planning experience, with at least four (4) years in a supervisory role.

They must also be CNU accredited or AICP certified or be able to obtain certification within a year of hire. Experience working with 4A and 4B sales tax funds will be beneficial, as will experience working with elected and appointed officials.

Please note that any work-related experience resulting in proficiency levels in the above minimum qualifications may be an acceptable substitute for the specified education and experience requirements.

COMPENSATION & BENEFITS

Mansfield offers a salary range of \$165,000 to \$210,000 for this position, along with a comprehensive benefits package that includes employees' choice of three health insurance plans. Benefits also feature 11 paid holidays, 12 sick days, and 80 vacation hours in the first year. In addition, this position will be eligible for a \$6,000 car allowance and \$780 phone allowance annually.

The City participates in the Texas Municipal Retirement System, featuring a 7% employee contribution and 2:1 employer match.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

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The City of Mansfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Applicants selected as finalists will be subject to a comprehensive background check.

RESOURCES

City of Mansfield
mansfieldtexas.gov

Planning & Development Department
mansfieldtexas.gov/331/Planning

Mansfield Economic Development
mansfield-texas.com

Mansfield Chamber of Commerce
mansfieldchamber.org

Mansfield Business Alliance
mansfieldbusinessalliance.org

Visit Mansfield
visitmansfieldtexas.com

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