



**ASSISTANT DIRECTOR OF  
DEVELOPMENT SERVICES**  
City of **Fort Worth, Texas**

Recruitment Services Provided By





## The Opportunity

The City of Fort Worth, Texas offers a very rewarding opportunity to engineering leaders as it has reorganized its Development Services Department to centralize and streamline its processes. With many exciting development projects on the horizon, this is a very exciting time to advance your career as an Assistant Director of Development Services in Fort Worth!

# About Fort Worth

A city of Cowboys and Culture, Fort Worth is known for its Texas hospitality. Exuding both charm and expansiveness, the City of Fort Worth is the 12th largest and one of the fastest-growing big cities in the United States, distinguished as one of the fastest-growing urban centers in the nation. With great neighborhoods, scenic terrain, and a rich history of arts and culture, paired with world-class opportunities for business and education, it's not only fun to visit Fort Worth, but it's also even more rewarding to call it home. Fort Worth truly offers all the benefits and amenities of a bustling metropolitan city while keeping the small-town charm that keeps it unpretentious and charismatic in all the right ways. Designated as one of America's "Most Livable Communities" by the Partners for Livable Communities, the city truly offers a melting pot of culture, commerce, community, and, yes, cowboys.

Once an essential stop on the legendary cattle drives from Texas to Kansas and home to cattle barons and oil wildcatters, today, this city of more than 900,000 seamlessly blends its cattle and oil heritage with a vast array of businesses, industries, and entertainment. Known for a commitment to preserving its history, this modern city proudly celebrates the famous Stockyards National Historic District, home to twice-a-day cattle drives, Billy Bob's Texas — the world's largest honky-tonk — and Mule Alley, formerly the horse and mule barns utilized during World War I and now home to restaurants, shops, western heritage brands, and creative workspaces.

The city's downtown includes Sundance Square, a 35-block business and entertainment district featuring architecture from the Victorian, Art Deco, and modern eras. And the city's cultural district boasts world renowned museums, galleries, and public gardens. Major events include the MAIN ST Fort Worth Arts Festival, Mayfest – Fort Worth, and the iconic Fort Worth Stock Show & Rodeo. In fact, Money Magazine once proclaimed that "Fort Worth offers big city arts and entertainment without the attitude or high prices of comparable metros."

The city's proximity to Dallas/Fort Worth International Airport, located midway between the two cities, has enticed some of the best-known names in commerce and industry to locate their headquarters in Fort Worth, including American Airlines, BNSF Railway, Lockheed Martin Tactical Aircraft Systems, and Bell Flight. Transportation, healthcare, and manufacturing are driving factors behind employment in the city and, as Fort Worth has emerged as a popular tourist destination, the hospitality and travel sector has become a significant economic generator.

Other significant employers include JPS Health Network, Cook Children's Health Care System, Naval Air Station Fort Worth Joint Reserve Base, Texas Health Resources, and Alcon, as well as city and county governments and the Fort Worth Independent School District. In addition, the City of Fort Worth has several significant projects underway, including a future city hall and the continued development of Panther Island, a mixed-use development north of downtown.

It's no surprise that the city's list of accolades is long. It includes a place on U.S. News & World Report's "25 Best Places for Young Professionals," Travel & Leisure's "50 Best Places to Travel," and RetireBetterNow.com's "21 Best Places to Retire." Fort Worth has also been ranked among the "Best Cities to Raise a Family" by SmartAsset.com, and the city's zoo was named the "#2 Zoo in America" by USA Today behind the renowned San Diego Zoo.



# About Fort Worth

Access to health care and education are important quality-of-life factors, and Fort Worth offers an abundance of both. The city lays claim to one of the finest medical communities in Texas, including Cook Children's Health Care System, Baylor Scott & White All Saints Medical Center, Texas Health Harris Methodist Hospital, UT Southwestern Monty and Tex Moncrief Medical Center, Medical City Fort Worth, JPS Health Network, and the TCU School of Medicine.

As to education, Fort Worth's Texas Christian University (TCU), one of the state's most prestigious universities, offers more than 100 undergraduate majors in arts and sciences, business, fine arts, communications, education, engineering, and nursing. Texas A&M School of Law, Texas Wesleyan University, and the UNT Health Science Center draw students from around the country and beyond, while Tarrant County College District serves the community across multiple campuses.





# City Government

The City of Fort Worth operates under a council-manager form of government. The City Council comprises the mayor, elected at-large, and ten City Council members who represent single-member districts, all serving two-year terms. The City Council adopts municipal ordinances and resolutions, makes proclamations, sets the tax rate, and approves the budget. Positions appointed by the Council include the City Manager, City Secretary, City Attorney, City Auditor, municipal court judges, and City board and commission members.

The Fort Worth City Council's strategic vision priorities to enhance quality of life include:

- Economic Development & Community Investment
- Community Safety
- Infrastructure, Responsible Growth, and Fiscal Responsibility

City Manager David Cooke, who was appointed to the position in 2014, oversees the day-to-day operations of the organization and is responsible for leading the City's 8,165 authorized positions in implementing the policies set forth by the Mayor and City Council, as well as managing an annual operating budget of approximately \$2.6 billion in Fiscal Year 2024. Fort Worth's ad valorem tax rate is \$0.6725 per \$100 of valuation.

Before becoming Fort Worth's City Manager, Cooke served more than 13 years as the County Manager, plus four years as Deputy County Manager in Wake County, NC, and a dozen years with the City of Charlotte, NC. His experience also includes working for a private-sector engineering and consulting firm, teaching economics at a community college, and serving as a presidential management intern in the Department of Defense. He is a graduate of the University of North Carolina at Chapel Hill and holds a master's degree in public administration.

# The Department

The Development Services Department's mission is to work together to build thriving neighborhoods and an equitable community by helping people make sound decisions to create safe, orderly, and sustainable development. Our vision is to collaborate with development and community stakeholders to guide growth through innovative, inclusive, and accountable relationships and provide an exemplary customer experience. The Department currently has six divisions.

The Business and Customer Care Division is responsible for human resources and customer services, which includes a call center and permit intake. It also oversees contract management, which coordinates administrative requirements for developer-led installation of public and private infrastructure (roads, water lines, sanitary and storm sewers, stormwater controls, and signage, in addition to certain real property contracts).

The Development Coordination Division is comprised of five sections. The Platting Section administers the city's subdivision regulations and implements the city's annexation policy. The Strategic Operations section is tasked with monitoring permit data, managing the city-wide permitting system, and acting as a liaison with IT for projects and technology products. This section also includes the Transportation Impact Fee Office responsible for managing the city's Transportation Impact Fee Program and leveraging the funds to build public roadway infrastructure via Public/

Private Partnerships. The Project Facilitation section is charged with helping expedite significant and signature development projects by heading inter-departmental project teams, negotiating special review accommodations, and acting as the developer's liaison throughout the development review process while also ensuring that the city's regulations and project requirements are met. The Communications section is charged with creating a voice for the department and proactively communicating changes, updates, and improvements both internally and externally to the community we serve. A recent reorganization also added the Business Support Section to this division. Business Support prepares the department's budget, leads out in the business plan, manages purchasing, accounts payable and receivable.

The Permitting and Inspections Division reviews and inspects all construction projects for compliance with construction codes to ensure safety and sound building practices and compliance with the city's gas well ordinance. This division includes two sections: Building Services provides plans examination, building inspections, and sign ordinance inspections; and the Gas Well section performs safety inspections, permits gas well and gas-related right-of-way activity, and contracts with other municipalities for gas permitting and inspections.



# The Department

The Zoning and Design Review Division also has three sections: Zoning administers the city's zoning regulations, including Urban Forestry regulations; Design Review administers the city's historic preservation and urban design ordinances; and Appeals staffs two Zoning Boards of Adjustment.

The Infrastructure Development Division was added by merging various functions previously housed in the Transportation and Public Works Department and the Fort Worth Water Department into the Development Services Department. The merger is a purposeful effort to create a more efficient and customer-focused complete permitting process for our customers. The Division has five sections: Transportation Development Review, Infrastructure Plan Review, Stormwater Development Services, Parkway, and Water Development Services.

A new, sixth division will be created to include 11 engineering positions from the Infrastructure Development Division. The specific areas of responsibility will be selected, depending upon the background of the selected candidate.





## The Position

Along with another Assistant Director, this Assistant Director of Development Services will lead the department's engineering activities and assist the Director of Development Services in the development and implementation of policies, programs, practices, and procedures required to lead and manage the infrastructure design and construction management functions of the department. This role is responsible for the development, administration, interpretation, application, and enforcement of public infrastructure design and construction specifications and codes adopted by the City Council.

This position directs the activities of the assigned division, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards and service offerings and ensuring compliance with federal, state, and local laws, regulations, codes and standards. The Assistant Director will assist in managing the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommending and administering policies and procedures; assessing and monitoring workload, administrative and support systems, and internal reporting relationships; and identifying opportunities for improvement. The selected candidate will direct and implement changes and assist in setting operational policy for the Development Services Department.

Representing the Development Services Department to other departments, elected officials, developers, outside agencies, and organizations, the Assistant Director will participate on a variety of boards, commissions, and committees. The selected candidate will also provide staff support and technical guidance to boards, commissions, and the Director. This position advises, consults, and provides information to the Director of Development Services, staff, other City departments, and customers regarding the delivery of public infrastructure necessary for private development.





## Ideal Candidate

The most successful candidates for the Assistant Director of Development Services will have the following attributes:

- A demonstrated record of leadership and operational experience.
- Strong customer-centric approach with the ability to negotiate, balance, and sustain strong stakeholder relationships.
- In-depth knowledge of engineering and development principles.
- Adept in managing organizational change and gaining buy-in for new efforts and initiatives.
- Strong communication and interpersonal skills. The successful candidate will be able to collaborate and build strong partnerships with developers, property owners, residents, neighborhood organizations, community groups, City departments, and other governmental agencies.
- Detail-oriented with a good business acumen and strong negotiation skills.
- An innovative problem solver who is passionate about improving the quality of life for residents of Fort Worth.
- Ability to boost and maintain positive employee morale and motivate and inspire employees to maximize their potential and provide the highest level of customer service to citizens.

# Qualifications

Any combination of education and experience that is likely to provide the requisite knowledge, skills, and experience is qualifying. The following is a typical way to qualify:

**Education:** A Bachelor's degree in Civil Engineering, Construction Management, or a closely related field.

**Experience:** Six years of responsible experience in engineering design or engineering review, public works, or development. At least four years of supervisory experience.

**Licensure:** A valid driver's license is required.





## Salary & Benefits

The City of Fort Worth is offering a salary range of **up to \$170,000** for this position, commensurate with experience and qualifications. In addition, the City provides a benefits plan that includes medical, dental, vision, life, and long-term disability insurance, a pension plan (Fort Worth Employees' Retirement Fund), and a 457 deferred compensation plan. Partnering with Southwestern Health Resources, the City provides access to three employee health centers exclusive to Fort Worth employees, retirees, and their enrolled dependents.

# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to **apply immediately**, as this recruitment will close once a sufficiently strong pool of strong candidates has been established. Apply at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100

Bryan Noble | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100

The City of Fort Worth is an Equal Opportunity Employer.

Recruitment Services Provided By



[www.mosaicpublic.com](http://www.mosaicpublic.com)

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

