



City of College Station
The Assistant Director – Community
& Neighborhood Planning

Exceptional Talent. Total Confidence.™



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Nothing defines a city better than its people. College Station, home to over 87,050 residents, is the largest city in the metropolitan area (pop. 152,000), and is home to Texas A&M University, the third largest public university in the nation. A Big XII Conference school and a major research institution, Texas A&M brings diversity of race, culture and nationality to College Station, and reflects much of the vibrancy, tradition and spirit that make it a special place.



College Station is in the "heart" of central Texas. Only 100 miles from Houston and Austin and 160 miles from Dallas and San Antonio, College Station is within four hours driving time of more than 14 million people. A network of well-maintained highways and a nearby regional airport serviced by major international airlines facilitate quick transportation between College Station and the rest of the country.

One of Texas top 10 school districts, College Station Independent School District was named a "Blue Ribbon School District" by *Expansion Management Magazine* and *Newsweek* magazine listed A&M Consolidated High School as one of American's top 100 high schools. College Station also features the George Bush Presidential Library and Museum, one of the region's most popular tourist attractions with over 690,000 visitors.



College Station is one of the safest, most family-friendly places in Texas. The city consistently maintains one of the lowest crime rates in the state, giving peace of mind to residents and business owners.

Nature is an integral part of life in College Station, with over 1,100 acres of beautifully maintained public parks and sports facilities enhancing the city. Recreational activities are plentiful, with numerous golf courses, lush nature trails, challenging bike paths and sports leagues of every kind, including national, state and local tournaments.

College Station...where business meets knowledge. Business and technology companies are maximizing their relationships with Texas A&M University, home to the nation's largest engineering school and some of the smartest students in the United States. Companies are taking advantage of this asset, finding energetic, quality employees among 12,000 annual graduates, and the city's economic future as bright as the sky over it.

The City of College Station is a young municipality, with its beginnings in the founding of Texas A&M College. Texas' first state institution of higher education, the College was inaugurated in 1876. Because of the school's isolation, school administrators provided facilities for those who were associated with the college. The campus became the focal point of community development. The area was designated "College Station, Texas" by the Postal Service in 1877. The name was derived from the train station located to the west of the campus.



Growth of both the community and college influenced residents' desire to create a municipal government. The City of College Station was incorporated in 1938. The incorporation was a result of a petition, by 23 men representing on and off campus interests, to the Board of Directors of Texas A&M College. The Board of Directors had no objection to the annexation, and suggested that a belt around the campus be included in the proposed city. While citizens attempted to incorporate College Station, the City of Bryan looked into annexing the same area. The City of Bryan never completed the annexation because of state statutes that limit the amount of land a city can annex in a single year. Citizens voted 217 to 39 on October 19, 1938 to incorporate the City of College Station. The first City Council meeting was held on February 25, 1939 in the Administration Building on the A&M campus.

Quick Facts

Incorporated: 1938
 Population: 87,050
 City Employees: 900
 2007 Municipal Budget: \$226 Million
 Student Population: 46,000

Average Home Sale Price: \$144,500
 Average July High Temperature: 95.6 Degrees Fahrenheit
 Average Jan Low Temperature: 39.8 Degrees Fahrenheit
 Annual Rain Total: 39"

The Mission: On behalf of the Citizens of College Station, home of Texas A&M University, we will continue to promote and advance the community's quality of life.

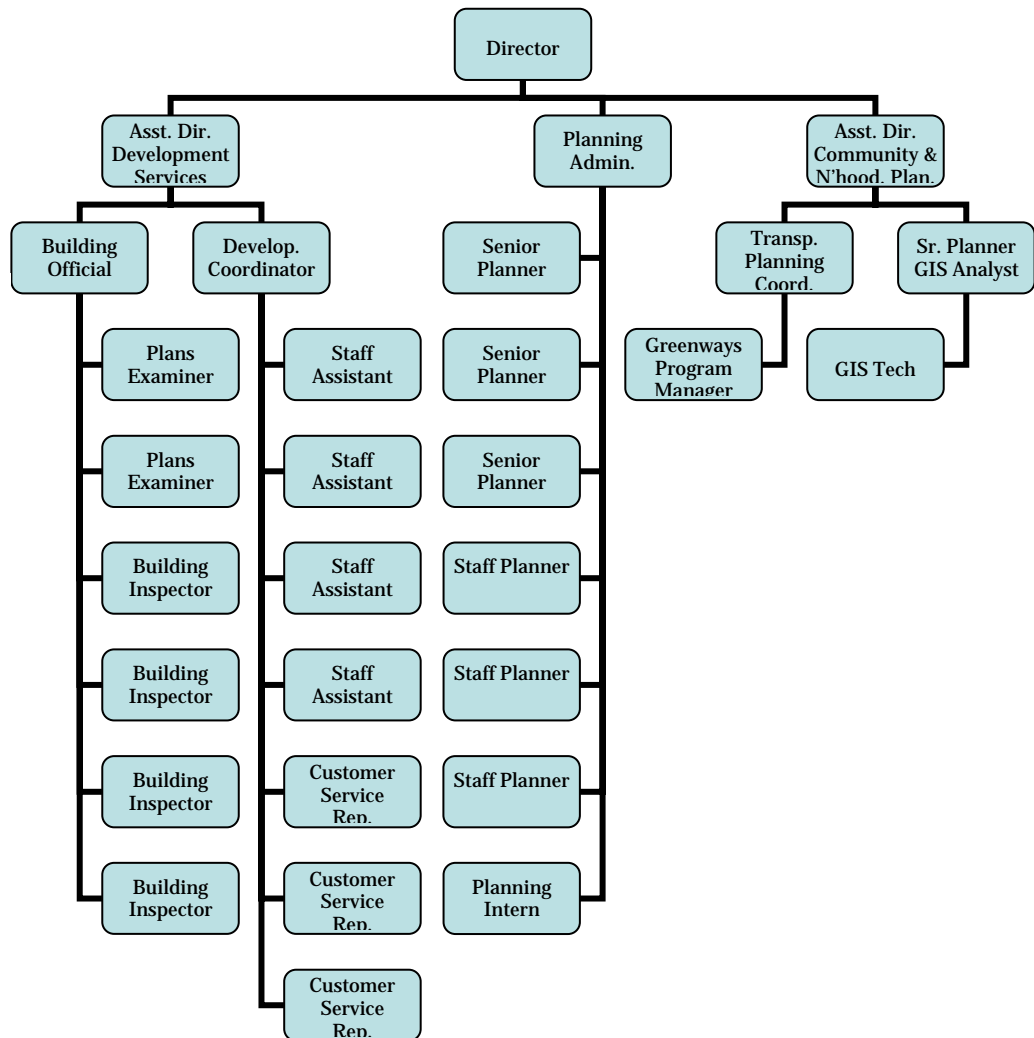
City Government

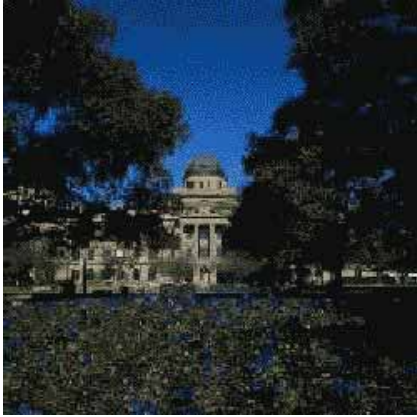
The City of College Station incorporated in 1938 and operated under a council-manager form of government. The council-manager form is the system of local government that combines strong political leadership, representative democracy through elected officials, and professional management. The form establishes a representative form of government by concentrating all power in the elected city council. The council hires a professionally trained and educated city manager to oversee the delivery of public services and the daily operations of the City. Council members are part time volunteers who serve as the policy making board for the City's government.

The City Manager serves the council and thus, the community by bringing the benefits of his or her professional training, education and experience in administering local government projects and programs on behalf of the governing body, the city council.

Council members and citizens rely on the manager to provide complete and objective information, evaluation of alternatives, and identification of the possible impacts of possible policy decisions.

Organizational Chart





The Assistant Director - Community and Neighborhood Planning will prepare and implement policies and programs relative to Planning and Development Administration under the direction of the Planning and Development Services Director.

- Directly supervise the Community and Neighborhood Planning process and department staff in coordination with the Department Director.
 - Assist in the development and coordination of agendas and departmental budget.
 - Provide excellent customer service by working with citizens, developers and neighborhood organizations to plan and manage change and resolve issues of concern.
- Assist the Director in implementing citywide policies and expediting departmental procedures and responsibilities. Complete routine and special reports as necessary.
 - Evaluate and counsel Department Staff in conjunction with the Director. Monitor workloads, objectives and performance of subordinates. Assist with resolution of employee concerns and grievances.
 - Coordination, preparation and oversight of the departmental operating budget and coordination or routine adjustments as necessary.
 - Serve as a liaison to members of Boards, Committees, and informal working groups participating in the planning and management of the City and its adjacent Extra-Territorial Jurisdiction.
 - Review and resolve disputes, complaints, and disagreements regarding the relationship between adopted plans and policies and code and ordinance-related issues between departmental staff, other City departments, citizens and development review applicants.
 - Coordinate and work with consultants, developers, City departments and citizens in the preparation of plans, preparation of codes and ordinance, and other planning and development-related projects.
 - Advise the Director, City Manager, City Council, Planning and Zoning Commission, Board of Zoning Adjustment, Design Review Board, Construction Board of Adjustments and Appeals, Building and Standards Commission, and Historic Preservation Committee in matters of development codes, city planning, building permitting and inspections.

Interested candidates should possess a Bachelor's degree in Urban Planning, Architecture, Public Administration, Construction Management or related field from an accredited college or university. Possession of a Master's Degree in Public Administration, Urban Planning or Architecture or related field and American Institute of Certified Planners designation (AICP) is preferred. Five (5) or more years of progressive experience in urban planning with a minimum of two (2) years relevant supervisory experience required.

The ideal candidate will have knowledge and experience in community planning, neighborhood planning, code administration and ordinance development. They will possess a record of accomplishment and success in long range planning and an understanding of a comprehensive plan and its process. The candidate's background and experience should include exposure to a suburban community and the capacity to understand municipal issues on a technical level and convey them to laypersons in a concise, articulate manner. The Assistant Director will have experience working in a university or fast-growing suburban city and have coordinated activities consistent with established goals, objectives and policies. This individual will have a strong leadership quality and a genuine interest in improving and actively participating in the community.

The Assistant Director must have the capacity and interest to be an effective mentor and leader for staff. The candidate must exhibit strong coordination and relationship-building skills in working with neighborhood representatives, the development interests and the City staff. He/she must set a positive example of competence, professionalism, energy and work ethic to the organization and community. This is a newly created position within the City government environment and it is essential for the successful candidate to work closely with the City's leadership team in carrying out city-wide initiatives and setting the tone and vision for the employees of the city of College Station.

The City of College Station has established a starting salary range commensurate with experience.

Relocation assistance, as necessary, and a complete package of senior level benefits will be available for the selected candidate.

The opportunity to work and live within one of Texas' most progressive communities and experience the lifestyle found in here is another advantage which is part of this challenging opportunity.

Interested applicants should forward a transmittal letter of interest and a resume to:

Arcus Public
600 North 2nd Street, Suite 100
Harrisburg, PA 17101
877.570.8040

E-mail:
resume.public@arcus.net
Subject: CSLP

