



City of Jersey Village, Texas

Community Development  
Manager



## Mission Statement

Jersey Village is committed to work with the citizens to preserve a sense of community and enhance the quality of life by providing friendly, personalized services for the safety and well-being of our city, its natural resources and environment in a fiscally responsible manner.

## About Jersey Village

Jersey Village, a Texas Star Community, offers a small town lifestyle and quality of life adjacent to the Houston Metropolitan Area, the fourth largest in the United States. Located on Highway 290, a multiple lane freeway with frontage roads, Jersey Village is only 21 miles northwest of Houston's Central Business District.

Although it abuts the City of Houston on its eastern boundary, Jersey Village is the lone incorporated city in the Cypress Fairbanks region, mostly comprised of unincorporated Harris County and served by the Cypress Fairbanks Independent School District.

Jersey Village is situated on land that formerly comprised the 1,236 acre F&M Dairy. The dairy was stocked with Jersey dairy cattle and at one time had one of the largest and best herds of Jersey cattle in the world. Because of declining health, the owner ceased dairy operations and formed a business partnership in 1954 and laid the groundwork for what evolved into the City of Jersey Village. The first family moved into the community in 1954, and an election to incorporate Jersey Village passed unanimously with 58 votes in April 1956. In August 1986, voters adopted the Home Rule Charter for the City. In 2000, the City purchased a private golf course within its corporate limits and now operates it as the Jersey Meadow Golf Course.

Jersey Village's 7,921 (est.) residents enjoy an exceptional lifestyle and sense of community with ready access to Houston and all its metropolitan amenities. Highway 290, the principal arterial through the community, is a heavily traveled route between Houston and Austin. FM 529 serves as the southern boundary of Jersey Village and the Sam Houston Tollway (Beltway 8) forms the eastern boundary, enabling motorists to reach almost any part of the Houston area quickly. Steady commercial development is occurring along Jones Road. Only 20 minutes away is the George Bush Intercontinental Airport, providing ready air service to national and international destinations.

Although its approximately four square miles are primarily single family residential in nature, Jersey Village also hosts a significant commercial presence along Highway 290, Jones Road and FM 529, including several automobile dealers, restaurants and other retail.



## Jersey Village (Continued)

The city is currently working on a 43-acre mixed use development that will be a game changer for the City. Town Center will be developed as a new economic center welcoming a wide variety of residents, workers and visitors of all ages and diverse cultures. The development will create a live, learn, work and play mix-use that will include improvements to streets, pedestrian sidewalks, lighting, water features, pedestrian access, green spaces, parks and trails. Recently a Market and Financial Feasibility Study was completed for a multi-purpose baseball stadium that could be a part of this development.

Jersey Village offers a small town lifestyle and values coupled with ready access to the urban and non-urban attractions of the Houston and Cy-Fair area. Jersey Village's friendly neighborhoods, churches and community organizations provide a family-oriented environment. Within a short drive, Jersey Village residents can find outlets for almost any shopping, recreational, cultural or athletic taste. The Houston Metropolitan Area also offers one of the most dynamic medical and educational communities in the world.

In summary, Jersey Village offers a great environment to live, work, play and raise a family.

## Our Organization

The City is governed by an elected Council consisting of a Mayor and five members, all elected at-large for two year terms. The Jersey Village City Charter provides for a Council-Manager form of government. The City Manager reports to the City Council and is responsible for execution of policies and goals established by the Council and the day-to-day administration of the municipal organization, which includes all City staff.

Jersey Village is a full service city. Services include Fire, Emergency Medical Services, Police, Parks and Recreation, Municipally owned and operated Golf Course, and Water and Wastewater utilities. The City's FY22 general fund budget is \$17.59 million, and enterprise fund budgets of \$8.98 million. The City Council is dedicated to sound fiscal management and a solid financial footing.



Jersey Village was honored as a 2022 Top Workplace from the Houston Chronicle. This award is based solely on employee feedback gathered through a third-party survey. The confidential survey uniquely measures 15 culture drivers that are critical to the success of any organization: including alignment, execution, and connection, just to name a few.

## Community Development Manager

A national search is underway to attract a highly-qualified individual to become the first Community Development Manager for the City of Jersey Village. Jersey Village seeks to continue its strong commitment to innovation to enhance community interactions while making city operations more effective and efficient by utilizing new technology trends.

The Community Development Manager provides collaborative and progressive leadership and oversight for the Community Development Department, which includes Building Permits, Code Enforcement, and Economic Development. The position also works closely with the contracted City Building Official to handle Planning and Zoning items.

The position serves as the lead economic development position in the community and will be charged with creating the city's first ever economic development plan. Once the plan is adopted the position will be charged with organizing, planning, developing, measuring, leading, communicating and implementing the plan.

This position reports to the Assistant City Manager and will play a vital role for the City.

### Candidate Profile

The selected candidate will lead by planning, organizing, and directing the activities of the department. The department consists of a Permit Clerk, Code Enforcement Officer, and consulting building official. The person will manage the development and implementation of Community Development Department budget, goals, objectives, policies, and priorities for each assigned service area. The successful person will also be a servant leader by serving as backup for community development employees during absences.

This position collaborates with the City Manager, Assistant City Manager and City Council to define and articulate economic development vision, goals, strategies, policies and work plan appropriate to the needs of our city, its citizens and interest groups. They also work together on potential incentive packages for new business and existing retention and expansion projects.

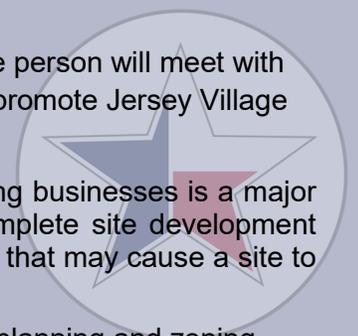
The position takes a leading role in marketing the city to project stakeholders. They identify the best potential projects for the city to pursue. They will also grow the wealth of the community through retaining and expanding existing businesses in the community and by recruiting new targeted business sectors to the community.

Involvement with the community and interested parties will be key to the success. The person will meet with local groups, chamber of commerce, real estate brokers, and property developers to promote Jersey Village as a premier place to do business.

Identifying sites for development and redevelopment to locate new or retain expanding businesses is a major priority. The successful candidate will utilize internal and external resources to complete site development planning. They also coordinate with City staff to identify and address site deficiencies that may cause a site to be less competitive.

The successful candidate will manage and organize all activities relating to the City's planning and zoning, building permitting and inspections and development functions to ensure enforcement of adopted ordinances, comprehensive plans, and policies created by the City Council and the Planning and Zoning Commission. They will prepare staff reports and draft ordinances for planning, zoning, and development matters. This position serves as staff liaison to the Planning and Zoning Commission, Building Board of Adjustment, Board of Adjustment, Comprehensive Plan Update Committee and others as necessary.

This position will also direct, prepare, and oversees to completion, the preparation of a vast array of reports, analyses, agendas and presentations for City management, City Council, City/County/State agencies, other community groups, and various public and private entities.



## KNOWLEDGE OF:

- Principles and practices of urban regional planning, economic development, public administration, planning, community development, code enforcement and budgeting.
- Applicable Federal, state and local laws, regulations, ordinances and guidelines relating to all aspects of municipal planning, zoning, code enforcement and building construction operations ensuring program compliance standards
- Principles and practices of personnel management including hiring, supervision, training, mentoring, coaching, evaluating and discipline.
- Advanced managerial principles, practices, and techniques for municipal government administration
- Contract management principles, economic development principles, public and community relations principles, and strategy development principles and procedures

## ABILITY TO:

- Produce positive and effective results towards goals adopted in various plans such as the City's Strategic Plan, Comprehensive Plan, and various other plans adopted by the City.
- Make difficult computations and supervise complex work projects. Mentally analyze a situation, solve problems, make decisions under pressure.
- Conduct studies, prepare comprehensive reports, and determine cost effective ways for conducting the assigned project and maintenance activities.
- Communicate effectively with personnel, supervisors, City Council, contractors, developers, and the public. Communicate technical advice and assistance through public meetings, reports and direct inquiry.
- Effectively practice personnel management, hiring, supervision, training, mentoring, coaching, evaluating, and discipline.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Maintain confidentiality at all times.
- Multitask and prioritize work appropriately.



## REQUIRED QUALIFICATIONS:

- Five years of increasingly responsible experience in a public sector capacity with a primary focus on planning and zoning, economic development, code enforcement or similar.
- Supervisory experience is preferred.
- Master's degree with major course work in public administration, urban planning, or related field is required.  
\*Relevant experience and/or education may be substituted for education requirements.

## LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Appointment will be conditional upon successful completion of the following pre-employment checks including Criminal background check, pre-employment physical and controlled substance screening
- Must have completed ICS 100, 200, 300, 400, 700, 800 or be able to complete within 1 year of employment.
- Possess and maintain a valid Texas driver's license and acceptable driving record
- Preferred certifications include AICP, CEcD, Business Retention and Expansion Coordinator or Business Retention and Expansion Professional



### Salary:

The salary range for this position is \$75,000 to \$97,500, with a hiring range of \$75,000 to \$86,250.

### Benefits:

The city offers a competitive benefit package. The city provides health insurance and covers 95% of the premium for a single plan, and 80% for a family plan with a \$1,000 deductible. Telehealth is provided with no copays. City pays 100% of vision and dental insurance for employee only, with affordable family coverage. City pays for \$25,000 life insurance and Long-Term Disability.

This position is covered by the Texas Municipal Retirement System with a 7% mandatory employee contribution and 14% city match.

The city offers 10 city holidays, 10 vacation days a year starting out, and 12 sick days annually.

The city offers up to 12 weeks of paid parental leave.

- Employee Christmas Luncheon
- Various employee appreciation events
- Alternative Work Schedules
- Discounts at Jersey Meadow Golf Course
- Years of Service & Recognition Awards
- Complimentary Fitness Center Access
- Remote Work Opportunities





## Application and Selection Process

Qualified candidates must submit their cover letter, resume, and application online using the Jersey Village Application Portal located at <https://www.governmentjobs.com/careers/jersey-village>

The position is open until filled with applications reviewed as they are received.

Applicants for this position selected as finalists will be subject to a criminal history/credit/driver's license check.

Pre-employment process following conditional job offer may include, but is not limited, to a comprehensive background investigation, fit-for-duty physical, ergonomic physical, and drug screen.

The City of Jersey Village is an equal opportunity employer and values diversity at all levels of its workforce.



### Resources

City of Jersey Village  
[www.jerseyvillagetx.com](http://www.jerseyvillagetx.com)

Cy-Fair Chamber of Commerce  
[www.cyfairchamber.com](http://www.cyfairchamber.com)

Cy-Fair ISD  
[www.cfsd.net](http://www.cfsd.net)

### Connect With The City



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