



**DIRECTOR OF  
ECONOMIC DEVELOPMENT**  
City of **Cleburne, Texas**

Recruitment Services Provided By



## The Opportunity

The City of Cleburne, Texas is conducting a national search for a top-tier, high-performing leader to serve as the City's next Director of Economic Development. This Director will join a cohesive team of professionals who are focused on service and excellence in this rapidly growing Texas city. The successful candidate will enjoy a hallmark career opportunity in Cleburne, given the rapid growth and ability to strategically deliver needed development assets to this community on the move.

WELCOME TO CLEBURNE ★ ON THE CC



## About Cleburne

The City of Cleburne is a rapidly growing city within the Dallas-Fort Worth Metroplex, one of the fastest-growing metro areas in the nation. The 2014 completion of the Chisholm Trail Parkway has established a 20-minute connection from the heart of Cleburne to Downtown Fort Worth. Cleburne is a growing yet quaint community that is quickly becoming home to those who need access to the big city but want to have roots in a truly Texan community.

As the seat of Johnson County, Cleburne is an established city with a historic downtown, spirited community, true Texas character, and limitless potential. As a full-service municipal organization, supplying all city services, the City of Cleburne can stand alone in the region with its own water and wastewater systems, sanitation service, airport, and other services supporting an estimated 34,000 residents across more than 38 square miles.

Cleburne provides an excellent quality of life, a low crime rate, and high-caliber schools. The City is proud of its education systems, which include Cleburne Independent School District (CISD) and Hill College.

Recreational and cultural experiences abound in Cleburne and are strongly supported by the City organization. With easy access to a variety of amenities including: an 18-hole full-service golf course; Cleburne State Park offering 528 acres of biking, hiking, fishing and boating; Lake Pat Cleburne; over 560 acres of various City parks and open spaces; recreation centers and museums; Plaza Main Street Theatre; Splash Station Water Park; a 90-acre sport complex; and La Moderna Field, home of the Cleburne Railroaders professional baseball team, there is always something happening in Cleburne and much more on the horizon.

Cleburne's proximity to the DFW Metroplex makes it ideal for strong economic growth and opportunity. The community boasts a premier Industrial Park with a diverse set of industries and opportunities for more high-quality businesses. With commercial overlays throughout the community, the possibility for commercial expansion in the City's growth corridors is significant. The City's transportation network includes access to rail, air, and road (tollway and highways) to the DFW Metroplex and the rest of the nation.

# City Government

The City of Cleburne operates under a Council-Manager form of government. Direction and goals are set by an elected mayor and a four-member city council. They appoint the City Manager who is responsible for leading the City organization. The City of Cleburne staff is made up of 373 full-time employees. Cleburne has an adopted FY 2024 budget of \$150 million with an adopted tax rate of \$0.581318 per \$100 of valuation.

Cleburne is preparing itself for growth in the residential, commercial, and industrial sectors. The City updated its Master Thoroughfare Plan in 2022, the International Property Maintenance Code in 2022, a new Parks Master Plan in 2021, a Zoning Ordinance update and the Future Land Use Plan in 2022 — all in preparation for future growth. Sustained population growth has created new development opportunities in Cleburne. As a result, the City has made strategic investments in infrastructure, including water, sewer, road, and drainage infrastructure.

City leadership is committed to establishing a culture of excellence built on providing exceptional municipal customer service. Cleburne will continue to restore and protect its history and culture, while pursuing and inviting new commercial, housing, and industrial partners to help develop the vision to strategically grow in the region. Driven by a strong economy and an outstanding quality of life, Cleburne seeks to establish itself as a “City by which others are measured.”





## The Position

Under the general supervision of the City Manager or their designee, the Director of Economic Development serves as the City of Cleburne's main point of contact for advancing and promoting economic growth throughout the city. The Director makes recommendations on economic development projects that best serve the City of Cleburne. The position is responsible for all facets of economic development, including planning, implementing, and directing the city's economic development strategies. These strategies include, but are not limited to: new targeted industry/job recruitment, retail recruitment, existing business retention and expansion, real estate development, and enhancing the community's quality of life.

The Director of Economic Development is responsible for recruiting, initiating, developing, and managing programs to encourage businesses and industries to locate, expand, and retain their location in the City. The Director will work with new and existing businesses and utilize existing incentives as well as other creative solutions to enhance and diversify the local economy. The Director also provides highly responsible and complex administrative support to the City Manager, guidance in developing long-range strategic economic development planning, as well as the development of programs and initiatives designed to attract and retain businesses both large and small.

The Director will also oversee the administration of the downtown economic development incentives offered by the City of Cleburne. In addition, the successful candidate will provide support for downtown revitalization efforts by working with business prospects, property owners, and others to provide logistics support in navigating interaction with the City related to development. The Director will be a liaison with downtown interest groups to facilitate cooperation and support for downtown initiatives.

The Director of Economic Development is also responsible for implementing and coordinating effective public relations support and programs intended to stimulate development, representing the City and collaborating with local and state agencies to attract new investments in the City.

# Challenges & Opportunities

The new Director of Economic Development in the City of Cleburne will have the opportunity to lead during an exciting time in the City's growth journey. The Director will serve as a key member of the City Executive Team and will have the chance to excel in the following ways:

- While working individually on economic development activities, the Director of Economic Development will benefit from a collaborative City team and support from the City Manager, Deputy City Manager, and City Council.
- The opportunity to work in a city experiencing high growth will provide the successful candidate with rewarding personal and professional growth.
- The next Director of Economic Development will be challenged to develop a local Economic Development Strategic Plan to provide an organized approach to attract investment in the areas of commercial, industrial, and retail.
- In addition to the Economic Development Strategic Plan, the Director will develop a strategy to attract development with existing incentives and/or State incentive programs.
- The Director will be challenged to find creative ways to attract economic development and growth in the city. A creative, strategic mindset will be highly valued in this endeavor.





## Ideal Candidate

The City of Cleburne is seeking an experienced and growth-minded Director of Economic Development with a demonstrated track record of excellent work. The most qualified candidates will also possess the following:

- Experience as an Economic Development Director or deputy director in a contemporary medium-sized municipality, where growth management, customer service, high ethical standards, and open communications are valued.
- Strong candidates will be able to speak fluently with brokers, developers, and site selectors and will also come pre-equipped with strong networks in these important areas to advance the economic development efforts in Cleburne.
- The ability to maintain excellent customer service to both internal and external customers, including regional partners and the development community, is essential.
- A demonstrated awareness of and sensitivity to the audience, adjusting personal style accordingly, and the ability to present information confidently would be beneficial.
- A creative mindset toward economic development and business recruitment and retention.
- Highly effective communication skills with the ability to connect and listen empathetically.

# Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most qualified candidates will possess the following:

**Education:** A Bachelor's Degree in Economic Development, Public Administration, Business Administration, Urban Planning, or a related field from an accredited school or university. A Master's Degree is highly desirable.

**Experience:** A minimum of three to five years of experience in an economic development discipline, public affairs, business development, real estate brokerage, retail development, public administration, planning, or related area.

**Certificates and Licenses:**

- A Certified Economic Developer (CECD) is highly preferred.
- A valid Class C Texas motor vehicle driver's license is required.







# Salary & Benefits

The anticipated salary for the Director of Economic Development is **\$125,000 to \$150,000**, depending on qualifications. A brief overview of the excellent benefits provided by the City of Cleburne include:

- **Retirement:** Retirement is provided through Texas Municipal Retirement System matched 2:1 with a 7% employee contribution.
- **Insurance:** Health, dental and vision insurance are provided by the City with some shared employee cost.
- **Vacation:** Vacation leave is accrued based on years of service and ranges from 80 hours per year (for employees with less than 5 years of service) to 160 hours per year (for employees with 15 or more years of service).
- **Holidays:** 12 paid holidays per year.
- **Sick Leave:** 15 days accrued per year with unlimited accumulation.
- **Life Insurance:** City coverage provided for up to 1x annual salary maximum for both basic life and AD&D insurance.
- **Employee Assistance Program:** A robust EAP is provided to City of Cleburne employees at no cost to the employee.

The 2023-2024 Cleburne Employee Benefits Guide can be viewed [here](#).

# 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 stellar candidates has been established. Apply at:

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

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

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

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

***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.***

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