



# DIRECTOR OF DEVELOPMENT SERVICES

Development Services Department  
Portland, Texas

**Annual Salary:**  
\$100,957 – \$151,436 DOQ



Are you a community-minded development services leader who can guide planning, zoning, permitting, inspections, GIS, and development review operations with professionalism and responsiveness? **If so, apply to be the City of Portland, Texas' next Director of Development Services!**

We're looking for an exceptional, service-oriented leader who is:

- Experienced in municipal development services and development review
- Skilled at communicating technical information to boards and the public
- Collaborative across departments and responsive to citizens and developers

Building Community and Raising Families — read on to learn more about this opportunity!



# ABOUT THE COMMUNITY

Portland, Texas, is a thriving coastal community located in San Patricio County across the Harbor Bridge from Corpus Christi. Positioned as a gateway into Corpus Christi and other points south, Portland is accessible via major highways including U.S. Highway 181 and Texas Highway 35. With strong residential neighborhoods, award-winning schools, and outstanding recreational amenities, Portland is a premier community known for its motto: Building Community and Raising Families.

Portland has experienced steady population growth over the last decade, reflecting strong momentum and long-term opportunity. Residential growth continues through subdivisions under construction and new home development in planning phases. Commercial expansion is also underway, including a large retail/commercial development along Highway 181. The surrounding region has experienced substantial industrial investment, strengthening the local economy and driving continued optimism for Portland's future.

Residents enjoy exceptional quality of life with more than 450 acres of parkland, a community center, aquatic center, skate park, dog park, and major sports complexes that host local leagues and travel tournaments. Outdoor enthusiasts also benefit from easy access to coastal recreation including fishing, boating, and waterfront activities.



POPULATION  
**22,000**



MEDIAN HOUSEHOLD INCOME  
**\$81,944**



MEDIAN HOME VALUE  
**\$262,628**

[History](#)



[Tourism](#)



# GOVERNANCE & ORGANIZATION

The City of Portland operates under the council/manager form of municipal government. The City Council includes seven members (including the Mayor). Council members serve two-year terms, and there are no term limits. The City Council hires a City Manager to execute Council policy and manage day-to-day operations.

Portland is a customer-focused organization that strives to provide excellent municipal services with professionalism, efficiency, and transparency. In 2025, the Portland City Council was named the Texas City Council of the Year by the Texas City Management Association.



## THE JOB

The Development Services Department oversees key functions including planning, zoning, permitting, inspections, development review, and GIS services. The Director of Development Services ensures that private and public development complies with City ordinances, zoning regulations, subdivision requirements, building codes, and development standards.

Reporting to the City's executive leadership team, the Director of Development Services will:

- Provide leadership for planning, zoning, permitting, inspections, development review, and GIS
- Direct development review processes and improve timeliness and customer service
- Support and present recommendations to the Planning & Zoning Commission and City Council
- Coordinate across departments including Public Works, Engineering, Utilities, Fire, and Code Enforcement
- Lead long-range planning initiatives and ordinance/standards updates
- Manage departmental budgeting, staffing, and process improvements

[Full Job Description](#)



## DEPARTMENT STRUCTURE

### Divisions within the department:

- Planning & Zoning
- Permitting & Development Review
- Inspections / Code Compliance (development-related)
- GIS



EMPLOYEES

7



CITY BUDGET

56.3 MILLION

DEPARTMENT BUDGET

1.3 MILLION

## KEY PROJECTS FOR 2026

- Implementation or transition to a new permitting system
- Review and analysis of impact fee ordinance and reporting
- Continued department growth, including addition of a building inspector
- Ongoing process improvements to support customer service and development activity



## IDEAL CANDIDATE

The ideal candidate is a collaborative, community-first leader who treats residents and stakeholders fairly, listens well, and remains flexible and open to change. They will be comfortable working in a high-growth environment and will bring strong interpersonal skills, public presentation ability, and a solutions-oriented mindset.

This leader will work effectively across departmental lines and coordinate successfully with regional governmental partners. Portland prefers a candidate with professional licensure such as a Professional Engineer (PE), but the City is ultimately seeking the best fit for the organization and community.

## EXPERIENCE & QUALIFICATIONS

### **Required:**

- Bachelor's degree in Urban Planning, Public Administration, Engineering, or a related field
- At least five (5) years of progressively responsible experience in municipal development services, planning, zoning, permitting, or inspections

### **Preferred:**

- Supervisory experience
- Professional Engineer (PE), AICP certification, and/or ICC certifications



## SALARY & BENEFITS

**Compensation:** \$100,957 – \$151,436 DOQ

**Health Benefits:** Health, dental, and vision insurance at no cost to the employee

**Paid Leave:** Paid leave program (plus additional benefit leave) and paid parental leave

**Retirement:** Texas Municipal Retirement System (TMRS) with 7% employee deposit and 2:1 City match; five-year vesting; supplemental death benefits available

**Additional Perks:** Car allowance, City-issued cell phone, relocation reimbursement, free Community Center membership for employee and family, and discounted/priority enrollment for Kidz Klub after-school childcare programming

## HOW TO APPLY

Apply Here



Interested candidates should submit a cover letter and résumé through the City's recruitment process.

For more information on this position, contact:

**Jay Singleton, Senior Vice President Executive Recruitment**  
[jaysingleton@governmentresource.com](mailto:jaysingleton@governmentresource.com) | Phone: (817) 223-2654

*The City of Portland is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. Applicants selected as finalists for this position will be subject to a comprehensive background check.*