



AUBREY, TEXAS MUNICIPAL DEVELOPMENT DISTRICT IS HIRING AN EXECUTIVE DIRECTOR

Welcome to Aubrey, Texas.

Aubrey is a vibrant and growing community located on the northern edge of the Dallas Metroplex in Denton County, Texas. The City was officially founded in 1867. Aubrey became known for its peanut farms that surrounded the town, which were eventually replaced with horse ranches. The area has since become known as "Horse Country, USA" and has one of the largest concentrations of horse farms in the U.S.

The Aubrey Municipal Development District service area encompasses approximately 35 square miles, which includes both city limits and ETJ (extraterritorial jurisdiction).

The Community

Outdoor recreation opportunities abound with Ray Roberts and Lewisville Lakes close by. The City celebrates an annual Peanut Festival that dates to 1986, when residents began celebrating the harvest of the local cash crop. Today it honors the area's peanut heritage. The festival is hosted by Keep Aubrey Beautiful.

Education

Aubrey is home to an award-winning school district and is only 15 minutes from two major universities (University of North Texas, Texas Woman's University) and two community colleges (Collin County, North Central).

Aubrey Independent School District (ISD) has grown to over 2,650 students spread over six campuses. There are three elementary schools, one middle school, and one high school.

Business & Commerce

Aubrey has experienced significant growth in the last decade and expects to continue to see this pattern over the next five to ten years.

Major employers include:

- Aubrey ISD
- Quality Excavation
- US Post Office
- Aubrey Pharmacy
- Blue Diamond Industries
- Tommy Manion Ranch

AUBREY MUNICIPAL DEVELOPMENT DISTRICT (AMDD)

The Economic Development functions for the City of Aubrey are guided by the Aubrey Municipal Development District (AMDD) Board of Directors.

Mission Statement

The mission of the AMDD is to strengthen and diversify the economic base, attract and promote growth, and retain and expand local businesses, while maintaining our sense of community.

Formation

The citizens of Aubrey, on May 10, 2014, passed an election "Authorizing the creation of the Aubrey Municipal Development District and the imposition of a sales and use tax of one-half of one percent for the purpose of financing development projects beneficial to the district." The City Council of Aubrey approved ordinance 536-14 establishing the Aubrey Municipal Development District. They also adopted bylaws for the AMDD to follow, which were revised in 2021. The AMDD has been operating since the first meeting in September 2014.

Goals & Objectives

Following are the primary goals of the AMDD. Objectives supporting these goals are adopted annually for implementation in the following 1-3 years.

- Retain and support existing businesses (Business Retention & Expansion).
- Identify, develop, and enhance Economic Development resources.
- Analyze and promote real estate development or redevelopment opportunities.
- Provide public infrastructure to support business development.
- Provide community enhancements that support business development.



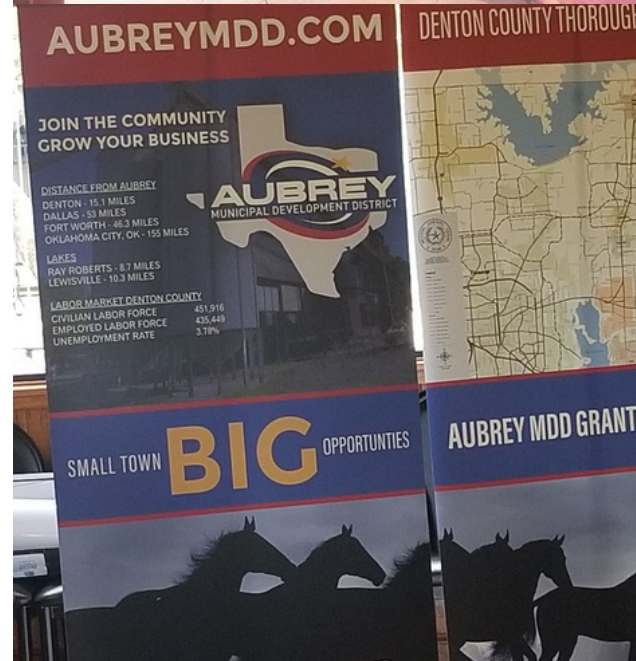
THE POSITION

Under general supervision and direction of the Aubrey Municipal Development District (AMDD) Board, the Executive Director is responsible for development and implementation of business operations practices and procedures for the AMDD, focusing on continuous process improvement. The goal of this position is to establish, implement, and manage best practices operationally to include focus on the implementation and use of AMDD's Business Expansion, Retention, and Attraction program, contract flow management, annual contract auditing, board and city staff communication, AP-AR, and budgeting.

Essential Job Functions:

- Manage day-to-day business affairs and operations.
- Assist AMDD President in preparing and presenting the proposed annual budget to the Board of Directors and the City Council for approval.
- Manage on a daily basis the approved annual budget.
- As part of the leadership team, assist with development and implementation of AMDD strategic economic development and action plans that include vision, goals, and objectives.
- Analyze the feasibility of proposed projects including financial and economic impact analysis as requested.
- Track, manage, and implement AMDD contracts, including incentives, asset acquisitions and sales, grants, and bonds.
- Manage prospect tracking database, periodic reports, and site information.
- Manage, in conjunction with City Secretary and legal council, the provision of open records request responses.
- Manage preparations for monthly AMDD Board meetings, special board meeting(s), and strategic planning, as well as meeting follow-up.
- Provide monthly budget / financial reports at AMDD Board meetings and City Council meetings.
- Responsible for all required state reports as required per state law for Municipal Development District corporations.
- Manage all AMDD technology needs.
- Develop, implement, and provide special reports and communications as needed by the President, City Administrator, AMDD Board, or Aubrey City Council on behalf of AMDD.
- Act as a primary liaison with City Administrator's Office, other City departments, and community partners on behalf of AMDD.

AUBREY, TEXAS
AMDD EXECUTIVE DIRECTOR



THE IDEAL CANDIDATE

- Bachelor's degree from an accredited college or university in Economics, Public Policy, Business or Public Administration, or related field (Master's degree a plus).
- Minimum 5 years of progressively responsible management and supervisory experience as an executive director for a Municipal Development District or Economic Development Corporation in the public sector for a similar size community, or as an Assistant or Deputy in a larger community, or equivalent experience in the private sector for an organization of similar size and complexity.
- Strong financial and budgeting background.
- Proven and prior experience negotiating developer agreements, working in growing communities, and creating and accomplishing objectives which benefit taxpayers.
- Outstanding leadership skills, with ability to lead and guide the Board with impartiality.
- Outstanding communication skills, both verbal and written.
- Able to make clear and concise financial presentations to multiple audiences.
- Leads by example and always demonstrates honesty, integrity, diplomacy, and dependability.
- Self-motivator who has the ability to work collaboratively with AMDD Board members and city staff.
- Encourages teamwork and is comfortable getting in the trenches to get the job done.
- Able to develop positive relationships and capable of listening.
- Confident with a calm and approachable demeanor.
- Professional, but also friendly and outgoing with a sense of humor.
- Desire to immerse oneself in and be part of the community.

HOW TO APPLY

Compensation: Salary range \$65,000-85,000, depending on qualifications. Competitive benefits package consistent with the City of Aubrey's municipal offerings.

To apply, please email your cover letter and resume in .pdf format by Wednesday, December 29, 2021 to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

For additional
information, please
visit:

AubreyTX.gov

AubreyMDD.com

Aubrey Municipal Development District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the AMDD's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.