



DEPUTY CITY MANAGER
City of **Denton, Texas**

Recruitment Services Provided By



The Opportunity

The City of Denton, Texas is offering an excellent career opportunity for an individual desiring to serve in a thriving creative community and to make a lasting impact as the Deputy City Manager.



About Denton

Denton is a dynamic and growing community that has something for everyone, no matter what their interest or passion. Denton is a uniquely vibrant cultural destination, where a small-city feel stands firmly alongside big-city amenities. A blend of history and culture leads to a fast-paced environment which, in addition to being the home of major employers like Peterbilt and Sally Beauty, is home to institutions of higher education, an active downtown, and a diversity of choices in employment, lifestyle activities, and neighborhoods.

Serving as the county seat for Denton County, the City of Denton is strategically located at the convergence of I-35E and I-35W, Denton is the northern tip of the “Golden Triangle,” the area formed by Fort Worth to the southwest and Dallas to the southeast. The population as of 2020 was approximately 139,869 and continues to trend upward. In a December 2022 SmartAsset report, Denton was ranked in the top 50 fastest growing cities in Texas. This growth in population has led to a focused effort to ensure the City’s infrastructure is adequate, now, and well into the future.

Denton is easily accessible. In addition to its location at the junction of two interstate highways, it is also close to three public airports which service the area, Dallas–Fort Worth International Airport, Dallas Love Field, and Fort Worth’s Alliance Airport. Denton County Transportation offers both rail and bus service as public transportation options. Denton’s prime North Texas location and easy accessibility make Denton a major distribution point for high volume retailers such as Aldi and Target.

Denton is an education-based community. The Denton Independent School District, spanning 17 cities in a 180 square-mile district, is the primary public education system serving more than 27,000 students. Denton is also home to two state universities, the University of North Texas and Texas Woman’s University. With a combined enrollment of more than 50,000 students, these universities host a variety of cultural, sports, and entertainment activities. And, North Central Texas College, the oldest continuously operating two-year college in the State of Texas, has a campus in the heart of Denton’s historic downtown.

With a land space of a bit less than 98 square miles, the City of Denton features an entertainment culture consisting of live performing arts venues, music and film festivals, museums, and historical sites. Denton hosts a variety of activities that attract over 300,000 visitors each year. Denton has expansive open spaces including 30 parks, a water park, community swimming pools, and trails for hiking and bicycling. Nearby lakes and state parks contribute to the many outdoor recreation options.





City Government

Denton is a full-service municipality governed by a City Council/Manager form of government. The mayor and six council members are the City's legislative body; its members are the community's decision makers. Residents elect a mayor, four district-based council members, and two at-large members. Council terms are for two years with a maximum of three consecutive terms. The City's history of bold policy making and trailblazing work enables the City Council to focus on a variety of community goals, major projects, and long-range considerations such as community growth, land use development, capital improvement plans, and strategic planning. The Council appoints a professional manager to oversee the delivery of public services. The City Manager serves as the City's Chief Executive Officer responsible for implementing City Council policy directives and ensuring the provision of municipal services. The City Manager, with the assistance of the Deputy City Manager and two Assistant City Managers, administers municipal business through the department directors and other staff members and employees.

Denton provides the traditional array of municipal government services along with managing multiple utility/enterprise operations such as water, wastewater, electric, solid waste and recycling, drainage, and regional airport services. The City's 2022-2023 adopted operating budget, developed within the context of a five-year financial plan and long-term infrastructure community needs, is \$1.04 billion, with a Capital Improvement Program of \$738.7 million which supports approximately 1,881 Full-Time Equivalent (FTE) and seasonal positions.

[Fiscal Year 2022 to 2023 Adopted Budget | Denton, TX](#)

Denton is committed to maintaining and improving itself and its assets currently and well into the future. Undergirding that commitment are the City's core values of inclusion, collaboration, quality service, strategic focus, and fiscal responsibility which permeate the organization's actions and initiatives, while ensuring consistency in the way the City's staff works to serve the community.

City of Denton

Denton has several strategic initiatives on which it works to improve the long-range quality of life for its residents. Within these strategic initiatives are the annually affirmed City Council priorities which serve as the foundation for budget development and staff focus for each fiscal year. These six key focus areas guide staff's work and enable a more effective response to the evolving needs of residents and business interests. The current key focus areas are:

- Pursuing Organizational Excellence and Collaborative and Respectful Leadership.
- Enhancing Infrastructure and Mobility.
- Fostering Economic Opportunity and Affordability.
- Strengthening Community and Quality of Life.
- Supporting Healthy and Safe Communities.
- Promoting Sustainability and the Environment.





Office of the City Manager

Under the direction of the elected Mayor and City Council, the City Manager serves as the City's Chief Administrative and Executive Officer, providing leadership and representation for all matters concerning the operation of City government. The City Manager's Office leads the financial and budget management process for the City and directs the City's efforts to plan for the future. Staff members perform research, suggest public policy development and direction for the City Council and evaluate potential public programs.

The Deputy City Manager (DCM) assists the City Manager in planning, directing, managing, and reviewing all activities and operations of the City. The DCM ensures services and programs are provided efficiently and effectively within the available financial resources.

The Position

Denton is looking for an exceptional leader with extensive municipal executive experience to serve as DCM. The DCM supervises staff and assists the City Manager in the day-to-day oversight and management of City operations.

As a representative of the City's executive management team, this position functions with a high degree of autonomy and corresponding responsibility and always requires the highest ethical standards and integrity

The Deputy City Manager is responsible for the following:

- Dispensing expert advice and assistance to the City Manager and Department Directors.
- Providing executive oversight for the departments making up the DCM portfolio.
- Serving as the Acting City Manager in the City Manager's absence.



The Ideal Candidate

The ideal candidate will have an indisputable reputation for exacting standards of ethical conduct, integrity, transparency, and honesty. This candidate will be genuinely committed to respecting employees, responsive to organizational needs, and open and honest in all internal and external relationships. The desired candidate will be known for being proactive, forward-thinking, and creative. The selected candidate must be capable of managing a team responsible for solving complex issues and be enthusiastic, curious, and action-oriented. The successful candidate must be capable of operating with independence and initiative while remaining aligned with the policy direction of the City Manager. The ideal candidate must exhibit a great deal of political savvy and sensitivity.

Ideal candidate characteristics are:

- Exceptional leader and teambuilder capable of planning, problem-solving, and directing the organization's services.
- Considerable skills in municipal finance and budgeting, planning, utilities, and economic development.
- Strong team-oriented leadership capabilities which include relationship building and consensus building, organizational education, and productivity improvement.
- A demonstrable history of understanding the positive value of developing and maintaining effective relationships that includes availability and accessibility to the public, staff, and elected officials.
- Experience working with elected and appointed officials and effectively handling Council dynamics.
- Strategic, visionary outlook; creative, flexible, entrepreneurial thinker; problem identifier/resolver.
- Qualified candidates will clearly exemplify an understanding of equity principles.





The Ideal Candidate

The successful candidate will be able to garner and maintain public trust in the City's operations and establish clear objectives, having a direct nexus to the City's strategic initiatives and the City Council's Key Focus Areas. The candidate will be a strategic, politically astute thinker who can engage in courageous conversations while also making tough decisions and recommendations on issues facing the City.

Possessing a demonstrated record of leadership, sound fiscal stewardship, and an established record of accomplishment in a Council-Manager governmental environment are key attributes of a successful candidate. Candidates with direct experience with the opportunities and challenges presented by steady municipal growth in development, population, and demand for services are highly desirable.

The preferred candidate will have demonstrated skill in prioritizing projects and resources while communicating ideas, issues, and results promptly. This will also include a focus on achieving results and outcomes based on agreed-upon goals and priorities. The candidate will need to hold their leaders and team accountable for their performance. A hands-on approach and willingness to lead by example are required.

Exceptional listening, oral/public speaking and written communication skills are needed; the DCM will be called upon to make presentations clearly and credibly before employee groups, citizen groups, committees, councils, media, and management staff at all levels. In addition, the successful DCM recognizes and adapts to the audience to ensure that concepts are easily understood and visualized.

There should also be a proven record of embracing innovation and encouraging cross-functional partnerships to achieve results.

Qualifications

Any combination of related education, experience, certifications, and licenses that has provided the knowledge, skills, and abilities necessary for the candidate to successfully perform the essential functions of the position is qualifying, including:

Bachelor's Degree: A Bachelor's degree from an accredited university or college in business or public administration, or a closely related field with ten years of progressively responsible administrative and managerial experience; managerial experience should include supervision of subordinate supervisors; plus three years of experience as a City Manager, Assistant/Deputy City Manager or Deputy County Manager, or similar local government position in a progressive metropolitan or complex/large suburban environment.

OR

Master's Degree: A Master's degree from an accredited university or college in business or public administration, or a closely related field with eight years of progressively responsible administrative and managerial experience; managerial experience should include supervision of subordinate supervisors; plus three years of experience as a City Manager, Assistant/Deputy City Manager or Deputy County Manager, or similar local government position in a progressive metropolitan or complex/large suburban environment.





EMPLOYEE BENEFITS

Compensation & Benefits

The salary range for the Deputy City Manager is **up to \$260,000**, with placement in the range commensurate with the successful candidate's qualifications and experience. The final compensation package depends upon qualifications. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

Retirement: The City of Denton is a member of the Texas Municipal Retirement System (TMRS). Employees contribute 7% of gross income on a pre-tax basis with a City match of 2:1 plus interest upon retirement. An employee is vested with five (5) years of service and eligible to retire with 20 years of service at any age, or with five (5) years of service at age 60. A voluntary 457 Deferred Compensation Retirement Plan is also available.

Insurance: The City provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events to enhance the quality-of-life outside work and to help employees and their families plan and prepare for the future and

include medical, dental, and vision insurance cafeteria plans with a variety of plan options for employees and dependents.

City Paid:

- Life Insurance
- Long-Term Disability
- Employee Health Clinic
- Employee Assistance Program

Other Benefits : Paid holidays, personal days, vacation, and sick leave.

Vehicle Allowance: \$7,200/year

Relocation Assistance: The City will provide relocation assistance to the selected candidate in accordance with municipal policy.


The Recruitment Process

Qualified candidates should submit a compelling letter of interest and résumé to mosaicpublic.com/careers.

This position will remain open until filled; however, interested individuals are strongly encouraged to apply by **Monday, January 30, 2023**. Following this date, résumés will be screened against the criteria outlined in this brochure. Interviews with the City of Denton will be offered to those candidates selected as finalists. The selected candidate will join the City of Denton at a mutually agreed upon date after completing all relevant background verifications.

Interested individuals should be aware that Mosaic Public Partners will work closely with the City of Denton throughout this process to ensure confidentiality to the degree allowable by the State of Texas' laws governing open records.

If you have questions or would like to discuss this opportunity further, please contact Jacqueline "Jackie" Seabrooks at Jackie@MosaicPublic.com or (916) 550-4100.



The City of Denton is an Equal Opportunity Employer. It is the policy of the City of Denton to afford equal opportunity in employment to all individuals regardless of race, color, religion, gender, sexual orientation, gender identity, age, disability status, national origin, genetics, or any protected classification under federal or state law.