



## City of Denton Job Description

Effective Date:	01/06/2001
Revision Date:	<del>8/17/2004</del> 08/23/2016
Position ID:	JN0010
Market Band:	Council Appointed
FLSA Designation:	Exempt

**Title:** City Manager

**Department/Division:** General Government / City Manager's Office

**Reports to:** City Council

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**Definition:** Responsible for managing the operations of the City under the direction of City Council.

### Essential Job Functions:

- Enforces and administers the provisions of the City Charter, City ordinances, laws governing municipalities, and City Council
- Plans, coordinates, and directs the work of City departments, including City-owned utilities, through delegation of authority and responsibility to Assistant City Managers and department directors
- Attends regularly scheduled and special called meetings and participates actively in discussion of matters coming before the City Council and recommends legislation and policies required in the public interest
- Negotiates and recommends awards of contracts for materials, equipment, and services
- Meets with directors and department heads to produce departmental budget estimates, proposes an annual budget for the City with balanced revenues and expenditures
- Represents the City in a variety of meetings and public functions
- Appoints Assistant City Managers and oversees hiring of department heads, subordinate officers, employees and is the final reviewing authority on the termination of classified employees
- Meets with various subordinates individually and as a group to resolve organizational problems and coordinate departmental work programs
- Coordinates preparation of all background material in connection with Council meetings; attends and represents staff at all sessions
- Reviews proposed budgets with the executive staff; makes recommendations and presentations of budget items to Council and conducts budget work sessions
- Meets personally with or receives phone calls from citizens who desire information or have a complaint; investigates and ensures adequate responses; reviews mail and proposes appropriate responses
- ~~Heads the Executive Committee~~Serves as Chief Executive, ~~which~~ addresses problem-solving issues related to the municipality; facilitates problem resolutions; initiates and approves policies
- Ensures that Assistant City Managers motivate their subordinate departments and divisions to the highest level of performance, conducts annual reviews for Assistant City Managers and subordinate supervisors' and managers' appraisals

- Makes major changes in the structure, methods, procedures and workflows of City departments to reflect changes in mission, operational demands and relationships among departmental units
- Performs a full scope of supervisory responsibilities including recruitment, selection, hiring, training, counseling, and evaluation of employees
- Responsible for coordinating the short-range, long-range, and strategic planning of all City departments; coordinates the activities of City government with other government agencies and performs other related duties as required

**Additional Duties:**

- Performs other duties as assigned

**Physical Requirements:**

*Overall Strength Demands:* The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

☒ Sedentary    ☐ Light    ☐ Medium    ☐ Heavy    ☐ Very Heavy

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

**Codes for "how often":**

Y = Yes

N = No

E = extensive  
(100-70%)M = moderate  
(60-30%)I = infrequent  
(20-10%)A = almost never  
(<10%)

Task	Code	Task	Code	Task	Code	Task	Code
1. Standing	I	6. Pushing/Pulling	A	11. Crawling	A	16. Vision	Y
2. Sitting	E	7. Overhead Work	A	12. Bending	A	17. Hearing	Y
3. Walking	A	8. Fine Dexterity	A	13. Twisting	A	18. Talking	Y
4. Lifting	A	9. Kneeling	A	14. Climbing	A	19. Video Display	Y
5. Carrying	A	10. Crouching	A	15. Balancing	N	20. Other	

***Machines, Tools, Equipment and Work Aids:***

The essential functions of this position require the daily use of a computer and telephone.

***Environmental Factors:***

The essential functions of this position are performed in an office environment.

**Minimum Qualifications/Acceptable Equivalency:**

- Master's degree in Public Administration, Business Administration, **Urban and Regional Planning** or related field
- Five years of experience as a City Manager, Assistant City Manager or Deputy City Manager

**[Note – The City Charter requires a minimum of two years as a City Manager or Assistant City Manager or the equivalent]**

**OR**

- Any combination of training and experience that provides the knowledge, skills and abilities required **consistent with the City Charter**

**Conditions of Employment:**

- Must have a valid Class “C” Driver’s License prior to employment (must obtain Texas Class “C” driver’s license within 30 days of hire per state law)
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check
- **The City Manager must establish and maintain residency within the Denton corporate limits during the term of his/her employment**

**Preferences:**

- Bilingual in Spanish and English.
- **International City Management Association Credentialed Manager**
- Ability to communicate effectively both verbally and in writing

***This job description is not an employment agreement, contract agreement or contract. Management has exclusive right to alter this job description at any time without notice.***