



THE CITY OF DENTON, TEXAS IS SEEKING A HIGHLY EXPERIENCED AND TECHNICALLY PROFICIENT PROFESSIONAL TO SERVE AS ITS...

THE COMMUNITY

Denton is a unique community, blending its historic past with a dynamic and high growth environment, coupled with a diversity to give it economic viability and strength. Denton has grown from a small frontier town, founded in 1857 to a burgeoning urbanized area with a population of approximately 131,000. The historic downtown Courthouse Square is the heart of Denton; the Square and surrounding streets are vibrant and busy both day and night as a gathering place for commerce, civic events, and entertainment. Fodor.com and Yahoo Travel have highlighted Denton on their list of America's Best Main Streets to visit.

Rand McNally and USA Today ranked Denton Number One on its 2012 Top Ten Best Small Towns in America list!

Located at the northern tip of a high growth area known as "The Golden Triangle" (formed by Denton, Fort Worth and Dallas), the city is a dynamic

CITY AUDITOR

MUNICIPAL ORGANIZATION

The City of Denton operates under the Council-Manager form of government. The Mayor and six-member Council are elected for two year terms; four members are elected by District and the two remaining seats plus the Mayor are elected at-large. The City Manager, City Auditor, City Attorney, and Municipal Court Judge are appointed by and report directly to the City Council.

The Fiscal Year (FY) 2016-2017 budget includes funding for 1,637.5 full-time equivalents (FTEs) and has an overall operating and capital budget of \$1.19 billion. Operating as a full service municipality, in addition to standard municipal governmental services, Denton also operates with several major enterprise operations including Airport, Electric, Water, Wastewater, Solid Waste, and Drainage. The City of Denton prides itself on citizen involvement, innovation, and efficient use of municipal resources.

Municipal services and operations are guided by the City's strategic plan which was created to ensure that the community realizes its vision and mission. In September of 2016, the City Council approved the City's FY 2016-17 Strategic Plan. The Strategic Plan serves as the basis for the development of the Annual Operating Budget which was approved on September 20, 2016.

The Strategic Plan is organized into five Key Focus Areas (KFAs): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable and Family-Friendly Community; and Sustainable and Environmental Stewardship.

To learn more about the City of Denton, visit <http://www.cityofdenton.com>.





THE COMMUNITY (Continued)

community whose rapid growth has affected its infrastructure as well as its culture. Denton is approximately 95 square miles in territory and strategically positioned approximately 37 miles northwest of Dallas and 35 miles northeast of Fort Worth. Located on the Interstate 35 corridor at the intersection of I-35E and I-35W, Denton is approximately 25 miles from DFW International Airport and 20 miles north of Alliance Airport.

Denton is a rapidly growing community with a long history as the County Seat and the major urban center for Denton County. The city is home to two state universities - the University of North Texas and Texas Woman's University, with a combined enrollment in excess of 50,000 students. The city is also served by the North Central Texas College, the oldest two-year public college in Texas. Higher education is supported by the award-winning Denton Independent School District serving more than 27,000 students in a 180 square mile district.

While the amenities of the major metropolitan settings in Dallas and Fort Worth are only minutes away, Denton has a variety of performing arts, cultural, and entertainment opportunities within the community. Golf courses and nearby lakes offer superior outdoor recreation. The City and its surrounding area offer theater, symphony orchestras, museums, intercollegiate athletics and other cultural and recreational amenities. Denton also has 28 parks and over 300 acres of open space, plus eight recreational facilities.

Denton offers its next City Auditor an exceptional quality of life and an inviting environment in which to live, work and raise a family.

THE POSITION

Under supervision of the City Council, the City Auditor has two principal functions:

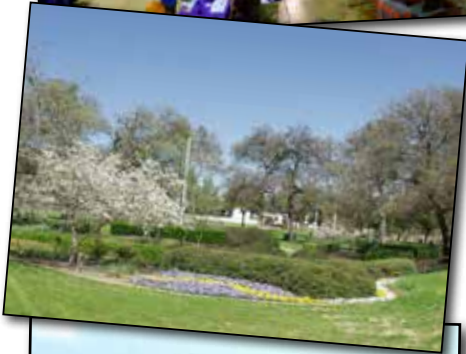
- a. The first role will be of a financial, internal control and compliance auditing nature, reporting all findings directly to the City Council and/or the Audit/Finance Committee.
- b. The second role will include requests from the City Manager's Office and/or departmental directors for reviews related to organizational operations, performance, efficiencies and programs. It is a City Council expectation that the results of such reviews be reported to the City Council and/or the Audit/Finance Committee as well as the City Manager and/or departmental directors.

The City Auditor is prescribed in the City Charter; however, the position has been vacant since 2010. In lieu of an on-staff City Auditor, audit functions have been outsourced. One of the initial activities of the new City Auditor will be to establish office procedures, protocols, and audit plans based on a risk assessment.

This position is responsible for providing an independent appraisal of City operations to ensure policies and procedures are in place, information is accurate and reliable, assets are properly recorded and safeguarded, risks are identified and minimized, resources are used economically and efficiently, and the City's objectives are being achieved. The City Auditor is responsible for directing all internal audit functions for the City of Denton to eliminate waste, fraud, and abuse.

CURRENT ISSUES AND RESPONSIBILITIES

- Risk Assessment- Performs a risk assessment of City operations and identifies for the City Council those areas warranting immediate attention and those that can be deferred.
- Establishes, in conjunction with the City Council, a five-year internal audit plan based on the needs of the organization and the outcome of the risk assessment.
- Conducts compliance audits to ensure the City is operating within federal, state, and local regulations; in accordance with City policies; and in accordance with third party contracts.
- Reviews and analyzes quarterly financial statements presented by Finance personnel.
- Conducts financial, internal control and compliance audits, or special reviews, as requested by the City Manager or City Council.
- Presents formal reports to the City Council and/or Audit/Finance Committee including the findings, results, and recommendations of the audits performed.
- Tracks and provides follow-up or implementation feedback on prior audit recommendations.



CURRENT ISSUES AND RESPONSIBILITIES (Continued)

- Coordinates, in cooperation with the Chief Financial Officer, the Audit/ Finance Committee information including the agenda, document presentation, and meeting minutes.
- Prepares and administers the Internal Audit organizational reports such as the Internal Audit annual budget, performance report, 5-year and annual internal audit plan, and monitors expenditures.
- Develops and implements an annual internal audit program, evaluating the effectiveness and efficiency of City operations, as well as the effectiveness of operational internal controls.
- Conducts operational and performance reviews as requested by the City Manager or City Council.
- Provides City Council and City management with reports including the findings and related recommendations on the reviews performed.
- Reviews contracts with third parties to ensure the financial interests of the City and administrative capabilities are adequately addressed.

CANDIDATE PROFILE

The ideal candidate will be a highly experienced, technically proficient and high energy professional who has a demonstrated track record of leading and completing complex, high level audits in an organization of the size and complexity of the City of Denton or larger. The City Auditor must be self-directed, well organized and demonstrate good time management tools and techniques. Initially, the Auditor will not have assigned staff and must be relatively self-sufficient in producing reports and documentation. The City Council will review, in its next budget deliberations, proposals from the Auditor for additional staff and resources.

The selected candidate will exhibit exceptional analytical and critical thinking skills and have a history of making sound recommendations and exercising good judgment. He/she will be a creative problem solver who is capable of identifying and designing different solutions and strategies that add value. The individual selected should be familiar with identifying potential audit risk and ensuring audit procedures support objectives surrounding that risk.

While governmental experience is not required, the City Auditor must have an ability to quickly grasp accounting and audit principles as they apply to the public sector.

In addition to outstanding verbal communication and presentation skills, the ideal candidate will be a strong writer and possess the ability to convey complex information in concise and understandable terms. A history of developing and maintaining positive and productive relationships with fellow staff members, other departments, customers and other professionals will be carefully considered. While cordial and professional at all times, the Auditor must have the fortitude to tackle lengthy, complex and politically sensitive assignments and defend, as needed, recommendations and findings related to the audits.

The City Auditor, while aware of political issues, will scrupulously avoid personal involvement in them and demonstrate the highest level of decorum and ethical behavior.

QUALIFICATIONS AND EXPERIENCE

The successful candidate will hold a Master's degree in business or public administration, accounting, or a related field. A minimum of five years managerial experience in internal or external audit, preferably in a governmental setting, is required. Candidates with a Bachelor's degree in business, accounting, public administration or a closely related field may be considered with at least ten years managerial experience in internal or external audit, preferably in a governmental setting. The candidate's background and experience should include a diverse exposure to all aspects of auditing, to include internal audits, external audits and compliance reviews. Certification as an Internal Auditor is strongly preferred.

The selected candidate must have a strong background in financial analysis, proficiency in the utilization of Microsoft Office products, and data analysis software. The City Council is open to candidates from any region of the nation with experience relevant to Denton.

COMPENSATION

The salary range for this position is highly competitive, based on the successful candidate's qualifications and experience, with a starting range up to the low to mid \$100,000 range. A superior benefits package is offered, including Texas Municipal Retirement System at the 7 percent employee contribution level with a 2-to-1 match by the City upon retirement; medical, dental, vision, life and disability insurance; vacation, sick leave, holiday; and other highly competitive benefits. The City Council will negotiate an employment agreement and relocation assistance with the successful candidate. The quality of life offered in Denton is outstanding, and it is preferred that the City Auditor will reside within the corporate limits of Denton while employed by the City.



APPLICATION & SELECTION PROCESS

Qualified candidates should submit their resume online by visiting our website at www.watersconsulting.com/recruitment. This position is open until filled; however, interested applicants are encouraged to apply by **November 14, 2016**. Following this review date, applications will be screened against criteria provided in this brochure. The Mayor and City Council will offer interviews in Denton to those candidates named as finalists, with reference checks, background checks, and academic verifications conducted after receiving candidates' permission.

For more information, please contact:


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Applicants for this position selected as finalists will be subject to a criminal history/credit/driver's license check prior to interview. While the consultant and City of Denton will endeavor to maintain confidentiality, under Texas statutes, information from your resume may be subject to release to the public at any stage of the recruitment process.

The City of Denton is an equal opportunity employer and values diversity at all levels of its workforce.

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