



THE CITY OF DENTON, TEXAS IS SEEKING ITS NEXT CITY ATTORNEY

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 an estimated population of 131,000. Denton is the county seat and a major city in Denton County. The historic downtown 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.

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 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.

Since the nineteenth century, Denton has been a major higher education center. 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 30 parks and over 300 acres of open space, plus eight recreational facilities.

Denton offers its next City Attorney superb quality of life and an opportunity to make a difference in the community.





LEGAL DEPARTMENT

The City Attorney is responsible for serving as the chief legal consultant and advisor to the City Council, City Manager, boards and commissions, and key executives. The authorized staffing for the City Attorney's Office consists of nine licensed attorneys and five support/paralegal positions. The City Attorney's Office represents the City of Denton and its authorized representatives in civil and administrative litigation, as well as the State of Texas in municipal court prosecutions. Criminal prosecutions, other than municipal court violations, are handled by the Denton County District Attorney. The operating budget for the City Attorney's office for FY 2016-2017 is \$2.3 million.

KEY RESPONSIBILITIES

- Establishes the Legal Department's vision, goals and priorities;
- Administers and coordinates the activities of the City's Legal Department;
- Manages outside legal services;
- Monitors and approves all expenditures for the department;
- Performs a full scope of supervisory responsibilities including recruitment, selection, hiring, training, counseling, and evaluation of employees;
- Prepares weekly status reports, monthly litigation matrix, quarterly and annual departmental reports, and long-range business plans for department, and prepares and submits annual budget requests for Legal Department;
- Conducts legal research; submits oral and written opinions, including opinions on adequacy of executive sessions; drafts ordinances, resolutions and proclamations; and negotiates, drafts and/or reviews contracts and other legal documents involving the City of Denton;
- Attends City Council meetings and executive staff meetings; prepares agenda for and holds periodic internal staff meetings;
- Stays informed of legislative and legal issues; reports on significant changes in the law to the City Council and City staff, and represents the City at state and national conferences;
- Handles various legal matters for City departments, boards and commissions;
- Serves as a member of the Executive Staff;
- Performs other duties assigned or requested by the City Council.



THE CITY OF DENTON GOVERNMENT

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 is appointed by the Council and serves as the Chief Executive Officer for the City, ensuring that the policies of the Council are implemented and that the entire community is being served. The City Council also appoints and supervises the City Attorney, City Auditor, and Municipal Court Judge.

The City's 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 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, Liveable and Family-Friendly Community; and
- Sustainable and Environmental Stewardship.

To learn more about the City of Denton, visit www.cityofdenton.com.

QUALIFICATIONS AND EXPERIENCE

The work requires broad knowledge and expertise in law, to include employment law, land use, contracts, administrative law and related areas they affect municipalities and their activities.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law;
- Seven years of progressively responsible legal experience and at least five years of experience supervising other attorneys and legal support staff;
- Licensed to practice law in Texas or have the ability to gain licensure within twelve months of employment;
- Hold a Texas Class “C” driver’s license or obtain within thirty days of employment;

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job.

PREFERRED QUALIFICATIONS

- Five years of experience as a full-time in-house City Attorney, First Assistant City Attorney or Assistant City Attorney with experience supervising other attorneys;
- Legal management experience in a growing city reasonably comparable to the City of Denton in size and complexity;
- Licensed to practice in Federal Court;
- Experience in outsourcing legal services;
- Exceptional communications and presentation abilities;
- A record of participation and professional networking in legal associations as they benefit the City.

CANDIDATE PROFILE

The ideal candidate will have competence in general areas of municipal law and know when to seek outside legal services in those areas that fall outside of his/her direct experience or capacity of the office. It is preferred that the new City Attorney will have direct experience with employment law, contract law, economic development and redevelopment, land use planning and zoning.

The new City Attorney must have a customer focus and strive to find affirmative answers to problems that are within the law. He or she will be a self-motivated team player, who is collaborative, affable, approachable, and willing to undertake any assignment that is in the best interest of the City and community. The capacity to succinctly explain complex issues with clarity and accuracy is essential.

As the principal legal counsel for the City Council, the City Attorney must understand how to balance the corollary obligation to provide legal advice to the City Manager and his staff and to also ensure that the City Council is receiving objective legal counsel that protects them and the City from unwise policy decisions that could have adverse legal ramifications.

Being a shrewd negotiator with a healthy skepticism are important qualities for the City Attorney, who must know when to be aggressive in representing the City and when to bring the negotiations to productive conclusion. Understanding politics and the political implications of policy recommendations without being political is essential.

The new City Attorney must be able to represent the City and City Council effectively within the community, the region, and state, including matters that may come before the state legislature or regulatory agencies.

Respecting diversity and valuing differences in race, ethnicity, gender, religious preference and sexual orientation within the workplace are expectations for the City Attorney. The City Attorney will exhibit candor, highly ethical behavior and an exemplary level of professional decorum, with the ability to gain the trust and confidence of elected officials, peer City Council appointees, staff and the public.

MAJOR ISSUES AND PRIORITIES

- Establish and maintain procedures for a rigorous review of all current or forthcoming City contracts to ensure they are enforceable and in the best interest of the City;
- Develop sound and cost-effective procedures for utilization of outside counsel;
- Review the current staffing, operating procedures, technology and organizational structure of the legal department to develop a high performing office and staff;
- Evaluate the ratio of licensed attorneys vs. paralegal/support staff to optimize efficiency and productivity;
- Evaluate the competencies and skills of staff and institute development and training as needed;
- Evaluate the current calendaring system and institute programs and procedures to ensure all legal filings are timely and deadlines met;
- Provide regular updates to the City Council and City Manager on all legal matters affecting the City and their status;
- Establish and maintain effective working relationships with fellow City Council appointees and department directors.



COMPENSATION

The anticipated hiring range is from high \$100K to low \$200K range, depending on the experience and qualifications of the successful candidate. A superior benefits package is also offered, including an employment agreement; relocation assistance; vehicle allowance; 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.

APPLICATION AND SELECTION PROCESS

Qualified candidates should submit their resume online by visiting our website at: <https://waters-company.recruitmenthome.com>. This position is open until filled; however, interested applicants are encouraged to apply by August 21, 2017. 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/credential verifications conducted after receiving candidates' permission. For more information, contact Chuck Rohre at 214.466.2436 or crohre@springsted.com.

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!



14285 Midway Road, Suite 340 Phone: 972-481-1950
Addison, TX 75001 Fax: 972-481-1951

Springsted
380 Jackson Street, Suite 300 Phone: 651-223-3000
Saint Paul, MN 55101 Fax: 651-223-3002

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