



City of Denton Job Description

Title:	City Manager
Position ID:	GX9003-103001
Department/Division:	General Government/City Manager's Office
Reports to:	City Council
FLSA Designation:	Exempt
Safety Sensitive:	No
DOT:	No

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
- Serves as Chief Executive addressing 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
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

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

Preferences:

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

Conditions of Employment:

- Must pass a drug test, 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

Physical Requirements:

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

- ***Sedentary – lifting no more than 10 pounds***
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds

- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

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:

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

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.

ADA/EOE/ADEA

Effective Date: 1/6/2001

Revision Date: 7/18/2021