

# **DEPUTY CITY ATTORNEY**

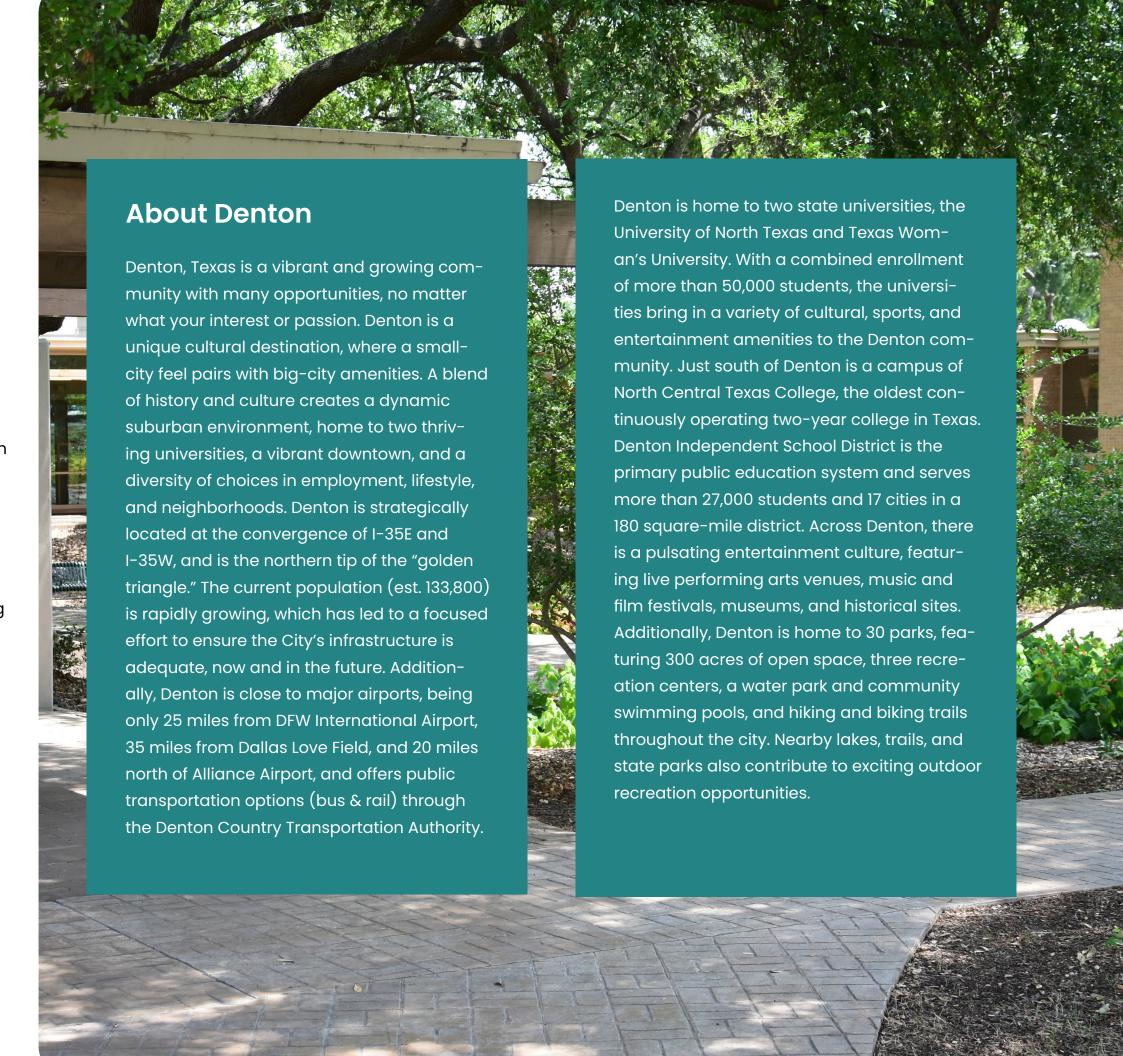
City of **Denton, Texas** 

Recruitment Services Provided By



## The Opportunity

The City of Denton offers outstanding career opportunities to municipal lawyers in Texas. With its rapid growth, unmatched slate of municipal services, and bold policymaking, Denton offers attorneys who are motivated by professional challenge an opportunity like no other. You can be part of a strong and capable team of pioneering attorneys and staff in one of the leading cities in the highly desirable Dallas-Fort Worth metroplex. The City of Denton has two Deputy City Attorney opportunities.



## City Government

The City of Denton is governed by the council-manager form of government. The mayor and six council members are the legislative body of the City; its members are the community's decision makers. The Council focuses on community goals, major projects, and long-term 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 Chief Executive Officer for the City, implements the Council policy directives, and ensures city services are provided to the entire community.

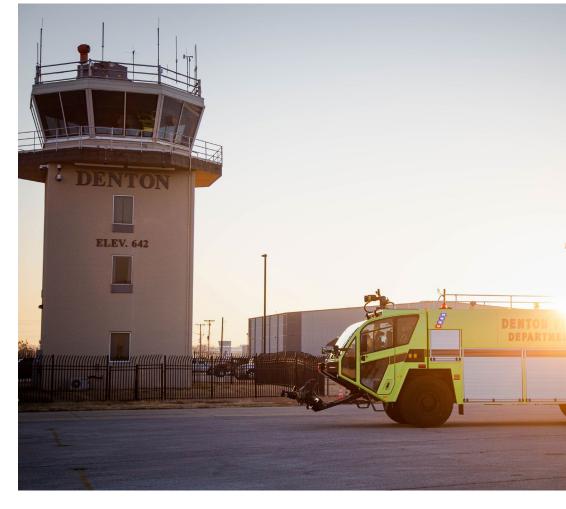
The City operates under a fiscal year. For FY 2021-22, the City Council adopted an operating and capital budget of \$1.45 billion, with funding for 1,752 FTEs. Denton is a full-service city, providing general government services along with multiple utility/enterprise operations such as water, wastewater, electric, solid waste and recycling, drainage, and airport services.



The City has adopted a strategic plan and core values, which guides organizational priorities and ensures that the City fulfills its mission and vision. The Strategic Plan is organized into five Key Focus Areas: Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, Family-Friendly Community; and Sustainable and Environmental Stewardship.

The Core Values were introduced by the City Manager and reflect the principles through which the City and staff operate. The Core Values are transparency, fiscal responsibility, integrity, and outstanding customer service.





## The Department

The Legal Department serves as general counsel to the City of Denton and provides transactional, advisory, and litigation services in support of the City Council, city boards, and city staff. The office further approves all proposed ordinances before the City Council, drafts all proposed ordinances granting franchises, and inspects and reviews papers, documents, contracts, and other instruments in which the City may be interested. In addition, prosecutors are provided through the department to represent the State of Texas in Municipal Court proceedings.

The Legal Department provides its service through 20 employees (including 12 attorneys) and a FY 21/22 department budget of \$3.3 million. Reporting to the First Assistant City Attorney are 10 Assistant and Deputy City Attorneys and a Lead Prosecutor.

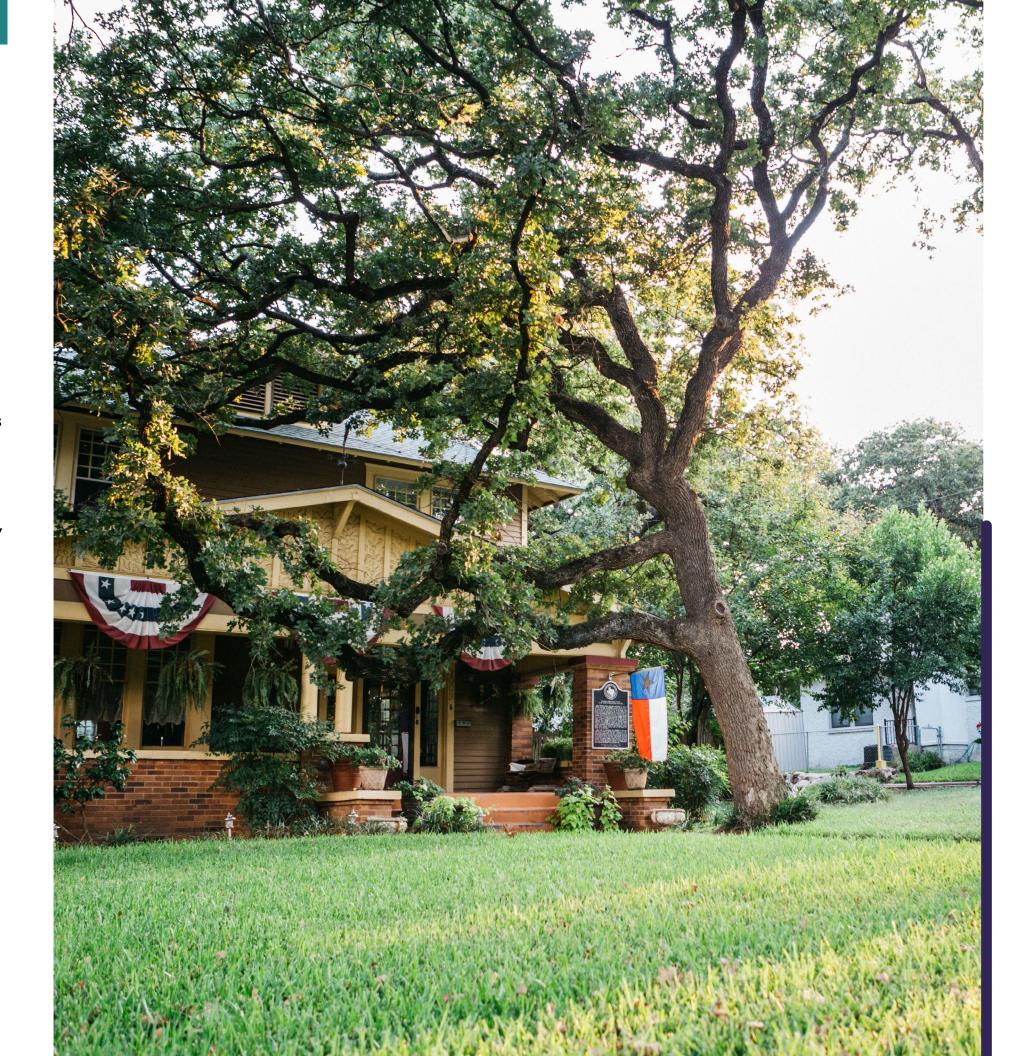




#### The Position

Reporting to the First Assistant City Attorney, a Deputy City Attorney provides quality legal services to assigned city departments, boards, committees, and commissions. Key responsibilities include:

- Providing legal advice and services to the City Council, City Manager, and staff.
- Reviewing documents and providing legal opinions and advice.
- Conducting legal research on municipal issues including real estate, condemnation and contracts, documents results and findings.
- Preparing, reviewing, tracking and analyzing contracts, agreements, policies and other legal documents.
- Representing the City in negotiating legal issues
- Making professional presentations before boards, commissions, and the City Council.
- Preparing legal instruments for boards and commissions, City Manager, and the City Council.

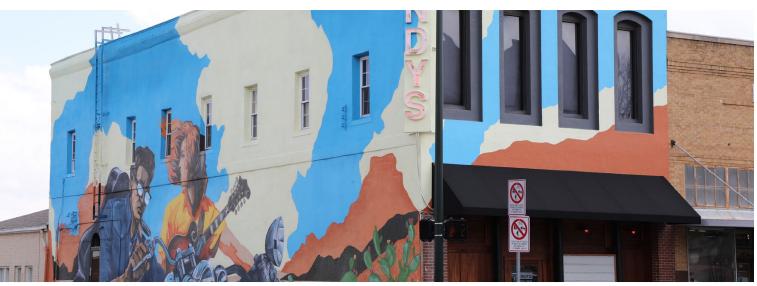


## Challenges & Opportunities

The Deputy City Attorneys for the City of Denton will have the opportunity to address some exciting professional challenges which will leave a long-lasting impact on the entire city organization:

- The biggest challenge for this position at the City of Denton is also the biggest opportunity. As a rapidly growing city that provides far more direct services than most cities, combined with a history of bold policymaking, makes Denton a trailblazer in municipal law in Texas. Attorneys will have the opportunity to work on matters first among peer cities, creating a unique opportunity for professional growth. Issues being addressed in Denton are cutting-edge and on par with those being handled by leading cities across the nation.
- With a well-staffed legal department, the City of Denton relies on outside counsel much less than many cities. This provides not only a more capable legal department, but also for its attorneys to be exposed to a wide variety of matters.
- The City Attorney's appointment in October of 2021, combined with retirements of long-tenured staff, has created an opportunity to build a dynamic and exciting new team.







### Ideal Candidate

The ideal candidates for the positions of Deputy City Attorney in the City of Denton will possess certain traits and experiences that will likely lead to success:

- Experience in one or more of the following areas: general employment law to support the City's human resources functions; municipal finance, bonding, budgets; election law; real estate, development, annexation, and growth; utilities experience water, wastewater, solid waste, and electric.
- A strong work ethic and orientation toward problem-solving
- A straightforward, frank, and efficient approach to work
- Bilingual in English and Spanish

### Qualifications

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The following is a typical way to qualify.

**Education:** Juris Doctorate from an accredited law school.

**Experience:** Three or more years of progressively responsible experience in municipal law, either in a city legal department or in a private law firm.

**Licensure:** Licensed to practice law in the State of Texas, or be able to obtain Texas licensure within six months of employment.

## Compensation & Benefits

The salary range for Deputy City Attorneys is up to \$133,445, with placement in the range dependent on qualifications. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

**Retirement:** Retirement is provided through TMRS. Employees contribute 7% of salary, with a city match of 2 to 1 upon retirement. Employees vest with 5 years of service and are eligible to retire with 20 years of service at any age, or with 5 years of service at age 60.

#### Medical, Dental and Vision Insurance:

Cafeteria plan that includes a variety of medical, dental and vision plan options for employees and dependents.

**Holidays:** 11 observed holidays, plus two personal holidays.

**Sick Leave:** 15 annual sick days, accrued at 10 hours per month.

**Vacation:** 15 annual vacation days, accrued at 10 hours per month.

**Life Insurance:** City paid life, accidental death and dismemberment insurance.

#### **Long Term Disability Insurance:**

City paid long-term disability insurance.

Employee Assistance Program: City paid.

