



CITY OF AUBURN
invites applications for the position of:
City Attorney

25 WEST MAIN STREET
AUBURN, WA 98001
HUMAN RESOURCES: 253-931-3040
www.auburnwa.gov

An Equal Opportunity Employer

SALARY

Table with 2 columns: Monthly (\$12,053.54 - \$14,816.86) and Annually (\$144,642.48 - \$177,802.32)

OPENING DATE: 02/10/20

CLOSING DATE: Continuous

DEPARTMENT: Legal

POSITION DETAILS: *This position is open until filled. To be considered for the first review of applications, please apply by 11:59 p.m. on Sunday, February 23rd. The first review of applications will be on Monday, February 24th.*

About Auburn

The City of Auburn was incorporated in 1891, and has since bloomed into a perfect place to live, visit, explore, and play. With over 29.8 square miles of land, two rivers, and two counties, Auburn is home to over 80,000 residents, and hundreds of businesses, ranging from manufacturing to retail.

Working at the City of Auburn

The City of Auburn operates on a 2019-2020 total biennial budget of approximately \$612 million with approximately 435 full-time employees, and five collective bargaining groups. The City operates under a Mayor-Council organization, with a City Council of seven members. The management team at the City of Auburn includes the Mayor and nine Department Directors from departments such as Finance, Legal, Human Resources, Innovation & Technology, Police, Public Works, Community Development, Administration, and Parks. With a mission to improve the lives of Auburn residents, promote diversity, and support economic growth, Team Auburn is a great place to work!

The City Attorney Position

The City Attorney position supervises a staff of 15 employees in the Legal department, which consists of three divisions: Civil, Prosecution, and the City Clerk's office. The City Attorney's Office represents the City in its day-to-day operations and provides legal advice to the Mayor, City Council, Administration, and boards and commissions that make up the municipal government of the City of Auburn

The Ideal Candidate

The successful candidate will have outstanding verbal and written communication skills. The position requires an individual who also possesses a willingness to identify problems and demonstrates the flexibility to address changes in the law in a timely and effective manner. The successful candidate must display a confident personal image and level

of sophistication that will allow him/her to effectively serve in a variety of social and political settings. The new City Attorney will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust; personal integrity and ethics must be beyond reproach.

Compensation, Benefits & Paid Leave

The City provides both a generous salary and benefits package. The salary range for this position is \$144,642.48 - \$177,802.32, with salary depending on experience. The benefits for this position include full medical, dental, and vision, as well as life insurance, long term care insurance, flexible spending options, a Washington Public Employees Retirement System pension, 2% contribution to VEBA (HRA), optional deferred compensation plans, long term disability, wellness and EAP programs. Department Directors accrue vacation at a rate of 176 hours per year, and also receive an additional 80 hours in a management leave bank every year. Sick leave is accrued at a rate of 12 days of sick leave per year. The City observes 12 holidays, which includes two floating holidays of your choice.

PRIMARY DUTIES EXAMPLES OF WORK/RESPONSIBILITIES

*Plans, directs, coordinates and supervises comprehensive legal service for the City.

*Supervises, and motivates the work of subordinate employees; recommendations for all employment actions to include hiring, training, evaluating, counseling, disciplining, promoting, transferring, and terminating hold particular weight; serves as information resource and technical advisor on difficult or sensitive areas and in staff development issues.

*Distribute work to assure proper and efficient workflow; review documents prepared by staff to assure proper legal principles and procedures are followed and to assure proper legal advice is accurate and responsive.

*Attends all meetings of the City Council and appropriate Committees and Commissions, advising the Mayor and Councilmembers and rendering formal opinions when requested.

*Advises elected officials and City staff regarding jurisdictional problems, zoning controversies, law enforcement issues, and protection of the public and property.

*Reviews and researches Federal, State, and local laws, ordinances and court decisions, preparing interpretations and legal opinions for City departments, or officials.

*Prosecutes and/or defends, in courts of original jurisdiction and on appeal, civil actions brought by or against the City, or against officials, officers and employees in their official capacity, including but not limited to condemnations, open spaces, local improvement districts, zoning regulations, and jurisdiction disputes.

*Directs and coordinates outside counsel retained by the City in specialized litigation, or other areas as agreed to between City departments and the Mayor.

*Communicates effectively orally and in writing.

*Participates, on request, in consultations concerning inter-governmental relations in which the City is concerned.

Performs other duties as may be required by the laws of the State of Washington.

*Regular, reliable and punctual attendance

*Due to internal and external customer service needs, incumbent must be able to work a full time schedule, on-site (appropriate City work sites).

*Performs other work-related duties

**MINIMUM
QUALIFICATIONS**

REQUIRED EDUCATION AND EXPERIENCE

Graduation from a law school accredited by the American Bar Association. Five years municipal law experience including progressively responsible managerial and administrative duties; OR equivalent experience which provides the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES REQUIRED

Must be licensed to practice law in the State of Washington.

Possess and retain valid state driver's license without impending loss is required at time of appointment.

**ADDITIONAL
INFORMATION**

REPORTING RELATIONSHIPS

Work is performed independently under direction of the Mayor, assuming full responsibility for departmental operations within the policy guidelines set forth by the Mayor and City Council. The employee exercises independence and judgment in determining departmental procedures, plans, and goals in accordance with professional standards, municipal ordinance and general City policy. Performance is reviewed through periodic consultation and formal evaluation for compliance with policy and departmental accomplishments. Recommendations and policy alternatives are presented the Mayor and City Council for review.

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City Attorney Supplemental Questionnaire

* 1. Have you graduated from a law school accredited by the American Bar Association?

Yes No

* 2. Are you licensed to practice law in the State of Washington?

Yes No

* 3. Indicate your number of years experience working for, or with, a municipality.

Less than 5

5 - 7 years

7 - 10 years

More than 10 years

* 4. Explain and describe your experience in handling municipal law cases, pre-trial, trial and

post-trial, including civil and criminal cases.

- * 5. Do you have experience advising elected officials and department directors on any of the following issues? (Check all that apply.)
 - Annexation
 - Budgeting
 - Code Enforcement
 - Community Development
 - Contracts
 - Employee Relations
 - Labor Negotiations/ Relations
 - Legal Research/ Interpretation
 - Litigation
 - Municipal Law
 - OPMA
 - Police
 - Policy Development
 - Public Works
 - Real Property Acquisitions
 - Zoning
 - Water Rights
 - None of the Above
- * 6. Please use the space below to explain and describe your experience in the areas indicated in question 5.
- * 7. Briefly describe your experience advising a Police Department.
- * 8. Describe your supervisory experience, and include an issue that you considered challenging to you as a supervisor.
- * 9. Please indicate your years of experience presenting information to elected and/or appointed officials:
 - 4 or more years
 - 3 to 4 years
 - 2 to 3 years
 - 1 to 2 years
 - None
- * 10. What is your philosophy on giving legal advice, as it relates to your role as the City Attorney, vs. giving your opinion as another Director in the City? How would you balance both roles?
- * 11. Please tell us why you want to work for the City of Auburn, and specifically why you want to work in this position.
- * Required Question