



now hiring
CITY ATTORNEY

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TOP 5 SMALL TOWNS

The Gig Harbor community prides itself on its remarkable atmosphere, natural beauty, exceptional schools, and many parks and beach areas. Gig Harbor is a model city protecting its historical character, while managing the demands of rapid growth.

The City operates under the strong mayor-council form of government with seven City Councilmembers. The City Council establishes citywide policy and elected Mayor is responsible for the day-to-day administration of city business, implementation of council policies and establishment of operating policies and processes.

The City has its own Police Department and Municipal Court. Prosecution Services are provided under contract with Glisson & Morris. Public Defense services are through a contract with the Department of Assigned Counsel.

The City has its own Public Works Department and provides water and sewer service to approximately 4,188 accounts. The City has 3 union contracts, 1 with the Police through Teamsters Local No.117; 1 with the Supervisors Guild and 1 with the Employee Guild. There are approximately 110 employees in the City with the majority in Public Works.

For more information about The City of Gig Harbor visit our website www.CityofGigHarbor.net and make sure to check out Mayor Kit Kuhn's blog!

THE POSITION

The City Attorney is the chief legal officer for the City. Under the direction of the Mayor as a member of the City's executive team. This position is responsible for the preparation and review of City ordinances and resolutions, provides legal advice and support for all departments of City government as well as to elected officials and advisory bodies of the City.

The position is responsible for conducting and supporting all litigation involving the City including consultation and coordination with special counsel and the city prosecutor.

Will work closely with the City Clerk and the City's insurance authority and attorneys it assigns to handle claims.

SCOPE OF SERVICES

The City will need a full array of Municipal City Attorney services including general legal counsel for the Mayor, City Council, and staff. Areas of particular need are land use law, including but not limited to zoning and development regulations, platting, Growth Management Act compliance, annexations, and Shorelines Management Act compliance.

Other services include:

- Bringing to the attention of the Mayor, City Council, or staff matters of relevance to new legislations or recent court decisions.
- Maintaining a liaison with other associated special counsel.
- Respond in a timely manner to inquires from authorized City department and/or elected officials through the City routing system and provide regular status reports on active issues through present routing system.
- Attendance at all regular City Council meetings every second and fourth Monday evening of each month and attendance at the Work Study sessions every third Monday of the month, as needed.
- Availability for special sessions of the City Council.
- Attending and actively participating in management meetings and any special meetings with Mayor and staff when requested.
- Prepare and/or review of ordinances, resolutions, and contracts and other documents as requested to represent and protect the City's interest and advise the City with regards thereto.
- Litigation services - Representing the City either as a plaintiff or defendant. Representing the City before Administrative proceedings before other governmental units.
- Services related to the formation of Local Improvement Districts and the collection of assessments.
- Services related to the city's Transportation Benefit District.
- Contract law including such subjects as personal services, equipment, and real estate leases and purchases.
- Eminent Domain
- Right of Way Acquisition
- Utilities
- Public Records Request
- Basic human resource law

EDUCATION & EXPERIENCE

- Doctoral Degree in Law from a law school accredited by the American Bar Association with admission to practice law in the State of Washington, AND
- At least five (5) years of experience in municipal law and related area and progressively responsible managerial and administrative duties; AND
- Member in good standing of the Washington State Bar Association; AND
- Valid Washington State driver's license by hire date.
- At least two (2) years of full-time experience as an administrator and member of municipal management team preferred.



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