



City of Tacoma City Attorney

SALARY	\$215,259.20 - \$303,056.00 Annually	LOCATION	Tacoma, WA
JOB TYPE	Non-Classified	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	M0180-23	DEPARTMENT	City Manager
OPENING DATE	08/25/2023	CLOSING DATE	Continuous

Position Description



Are you ready to take your legal career to the next level? Join our team at the City of Tacoma as our next City Attorney!

In this position, you'll serve as the trusted legal advisor to the City Council, City Manager, and all city officers, departments, and boards. Your expertise will guide us through complex legal matters related to city affairs, ensuring that we make informed decisions that positively impact our community. The incoming City Attorney will assume a pivotal leadership role with comprehensive management of a multifaceted department, encompassing a diverse array of functions. This position is responsible for the oversight of municipal prosecution, labor relations, the City Clerk's office, litigation, and other legal functions for the City.

Your role will extend far beyond traditional legal counsel; you and your team will represent the City of Tacoma in litigation, contract review and negotiation, and in important advisory capacities for the Council, City Boards and Commissions, as well as City office, department, and division heads. At the request of the City Council or City Manager, you will provide official legal opinions. This role is expected to uphold the utmost in professional and ethical standards and support the policies and values of the City.

Applications that are submitted prior to September 10, 2023 (11:59 Pacific Time) will receive first consideration. First round interviews will be held as soon as September 19 - September 22, 2023.

Primary Responsibilities:

- Oversight of civil and prosecution divisions, labor relations, City Clerk's office, litigation, and other legal functions as necessary.
- Legal advisor to the City Council, Manager, and all officers, departments, and boards of the City in matters relating to City affairs. Determine when, what, how, where, and why of the legal advice to provided, and when duty is delegated to staff.
- Represent the City in litigation. Determine legal strategy, content of legal documents, and scope of representation for litigation matters.
- Provide written legal opinion when requested by the Council, Manager, commissions, boards, or other City officers.
- Review for legal correctness contracts, bonds, franchises, and other instruments in which the City is concerned.
- Provide guidance, support, and expertise in the formulation, refinement, certification of legality, and finalization of ordinances, resolutions, orders, and regulations
- Participate as a member of the City's Executive Leadership team.

The Community

The City of Tacoma is nestled along the shores of Commencement Bay in Washington State and offers many community parks, miles of beautiful waterfront, hiking & biking trails, golf courses, museums, and a world-class zoo with an aquarium. Tacoma also serves as a gateway to some of the most magnificent natural wonders in the world, such as Puget Sound, Mount Rainier National Park, and the Olympic Peninsula. Combined with the vitality of downtown, Tacoma has made it one of the most sought-after housing markets in the country. To see a few of the great things Tacoma has to offer, view this [YouTube Video!](#)

Knowledge & Skills:

- Principles and practices of criminal law
- Methods, materials, and practices used in legal research and investigation
- Organization and analysis of case facts and legal precedents
- Office practices, procedures, and equipment
- Familiarity with Washington Open Public Meetings Act (OPMA), Robert's Rules
- Correct English usage, grammar, spelling, punctuation, and general and legal vocabulary
- City organization, operations, policies and objectives
- Provide professional legal services required in municipal government operations
- Organize and evaluate case facts, evidence, and other documentation
- Perform legal research and prepare legal opinions
- Participate in deliberative proceedings and provide effective legal counsel
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain statutes, codes, rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work effectively under pressure and time deadlines

Compensation

- The City Attorney role follows a structured salary system, starting at Step 1 with a salary of \$215,259.20. Placement on the salary scale will be Step 1 unless the candidate demonstrates exceptional experience and qualifications relevant to the responsibilities of the City Attorney position.

Benefits

In addition to important and meaningful work, this position offers a comprehensive total rewards package. Here are a few highlights:

- Competitive salary
- Comprehensive benefits package
- Supportive work environment that fosters professional growth.
- Paid time off. This position includes a generous Personal Time Off (PTO) leave program, as well as paid holidays.
- Excellent health benefits. We have a highly competitive and generous [benefits package](#) for our employees and family with very low monthly premiums.
- Investment in our employee's health. We have invested in a robust [employee wellness program](#) that offers incentives and discounts on our already low health insurance premiums.

- Outstanding retirement plan. This position is included in the [Tacoma Employee's Retirement System](#), a defined benefits plan.
- Flexible hybrid work schedule options (some mandatory onsite attendance required as needed to meet the business objectives of the City Manager's Office)

Qualifications

Minimum Education*

Juris Doctorate

Minimum Experience*

10 years of professional legal counsel experience (administrative, civil, criminal) including prior supervisory and managerial experience.

Licensing, Certifications and Other Requirements

Admission to the Washington State Bar Association and License to Practice Law in Washington

*Equivalency: 1 year of experience = 1 year of education

*Studies have shown that women and people of color are less likely to apply for jobs unless they meet all of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one from a less traditional background. If you have transferable experience, please tell us about it!

Selection Process & Supplemental Information

This recruitment is being managed by Kye Merritt, if you would like to be notified of similar opportunities or stay connected with things going on at Tacoma Public Utilities and the City of Tacoma, connect with me on LinkedIn!

City of Tacoma Commitment to Diversity and Inclusion

At the City of Tacoma, we're on a mission to make our workforce as diverse and inclusive as the community we serve. We're committed to eliminating racial and other disparities, and we actively seek out candidates from a wide range of backgrounds and cultures. Join our team at the City of Tacoma and help us build a more vibrant, inclusive, and equitable community for all.



Apply

Interested individuals should **apply online**. Please attach a detailed resume and cover letter that includes job experience, major responsibilities and accomplishments related to this position.

Applications will be reviewed as they are received for interview consideration.

Reference checks will be conducted on final candidates and appointment is subject to passing a background check.

Communication from the City of Tacoma:

We primarily communicate via e-mail during the application process. E-mails from cityoftacoma.org and/or governmentjobs.com must be placed on your safe domain list to ensure that you receive notifications in a timely manner. As

a precaution, you may also want to check your junk e-mail folders.

If you have any additional questions regarding this position, please contact the Human Resources Department at 253.591.5400.

Agency

City of Tacoma

Address

Human Resources Department
747 Market Street
Tacoma, Washington, 98402-3764

Phone

253-591-5400

Website

<http://www.cityoftacoma.org>

City Attorney Supplemental Questionnaire

*QUESTION 1

Do you have a Juris Doctorate degree public or business administration or directly related field?

- ☐ Yes
☐ No

*QUESTION 2

Do you have 10 years of professional legal counsel experience (administrative, civil, criminal) including prior supervisory and managerial experience?

- ☐ Yes
☐ No

*QUESTION 3

Do you have admission to the Washington State Bar Association and License to Practice Law in Washington?

- ☐ Yes
☐ No

*QUESTION 4

This Supplemental Questionnaire is part of the application process; accordingly, it should be completed carefully. Do not indicate "see resume" or copy unrelated content from your resume when answering these questions. Answer all information requested in each question. Failure to do so may result in rejection of your application. I certify that the information provided is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

- ☐ Yes
☐ No

*QUESTION 5

Responses to supplemental questions must be original content created by the applicant using their own words. The use of online tools or resources to create responses, such as Artificial Intelligence (ChatGPT, etc.), Google, Bing, etc., or

plagiarism in any form, is considered cheating and falsification of the application. I understand that any form of cheating or falsification will disqualify my application for further consideration.

- ☐ Yes
- ☐ No

QUESTION 6

This position requires management experience at a senior support level with responsibilities including the oversight of multiple departments with diverse function including the prosecution division, labor, clerks office, litigation, and related personnel decisions. Please share your experience managing a team (in any prior or current role), as it pertains to this position. If you have no experience in this area, please indicate that in your response. Do not refer to your resume in lieu of answering this question.

*QUESTION 7

Please summarize your familiarity or describe your experience with Municipal Law. Do not refer to your resume in lieu of answering this question.

*QUESTION 8

One of the City's Principles that guides us is Equity. Describe what equity means to you and describe an experience you have working with diverse groups of people.

*QUESTION 9

Please tell us how you learned about this job opening.

- ☐ Email
- ☐ Job Interest Card notification
- ☐ Internet search
- ☐ Professional organization
- ☐ Military organization
- ☐ Union job posting
- ☐ City of Tacoma employee
- ☐ Online job board posting
- ☐ Word of mouth
- ☐ LinkedIn
- ☐ SEED
- ☐ TTEP (Tacoma Training and Education Program)
- ☐ Indeed
- ☐ Facebook
- ☐ Instagram
- ☐ Careers in Government
- ☐ Government Jobs
- ☐ NWPPA
- ☐ Outreach Event

*QUESTION 10

Please provide specific information regarding how you learned about this job opening. Thank you, your feedback will be used to evaluate our success reaching the public and refine our methods for future job postings.

* Required Question