



CITY OF BELLEVUE
invites applications for the position of:

Deputy City Attorney

SALARY: \$51.36 - \$70.88 Hourly
\$8,902.22 - \$12,285.27 Monthly
\$106,826.64 - \$147,423.24 Annually

OPENING DATE: 04/25/17

CLOSING DATE: 05/09/17 05:00 PM

JOB SUMMARY:

Are you are a dynamic, forward-thinking attorney who can inspire others? Do you have a sincere commitment to municipal law and a passion for public service? Are you a problem solver who can help a thriving, diverse city navigate interesting legal challenges? Are you self-aware and culturally competent? If so, the City of Bellevue wants you to be our next Deputy City Attorney!

We are looking for an extraordinary candidate excited about this extraordinary opportunity. You must be a highly skilled lawyer adept at addressing the legal challenges facing rapidly-growing cities and a gifted mentor who is savvy in solving organizational challenges. You must be comfortable guiding, managing, and inspiring a team of attorneys. You must be analytical, logical and innovative, as well as action-and results-oriented. This position requires significant interaction with the City Council and the public, so you must have superb communication and interpersonal skills.

Our new Deputy City Attorney will assist with both the management and leadership of the Legal Department and serve as Acting City Attorney in the City's Attorney's absence.

Are you up to this challenge?

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participates in management and supervision of the advice and opinion functions of the city's Legal Department; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates departmental activities with other departments and agencies as needed.
- Provides professional advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- Represents the city in litigation in federal and state courts and before various boards and administrative agencies.
- Coordinates departmental role in preparing council agenda.
- Issues written and oral instructions and opinions; assigns duties and examines work for conformance to policies and procedures.

- Assists the city attorney with management and leadership; assists in providing input to city council and management on policy issues; acts as city attorney in his/her absence.

Supervision Received and Exercised:

- Works under the general supervision of the city attorney.
- Exercises supervision over other attorneys, and administrative support staff, as assigned.

QUALIFICATIONS:

Knowledge, Skills, and Abilities:

- Considerable knowledge of state statutes relating to municipal affairs; considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic control; working knowledge of modern policies and practices of municipal law and public administration; considerable knowledge of managerial principles, techniques and practices; considerable knowledge of personal computers including word processing and spreadsheet applications.
- Skill in preparing briefs, contracts and other legal documents.
- Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department.

Qualifications:

- Graduation from an accredited law school with a Juris Doctor degree; admission to the Washington State Bar before commencing work.
- Seven or more years of progressively responsible related experience in civil and municipal law as well as supervisory experience.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

OTHER:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.

The City values all employees and their contributions, and encourages and rewards employee growth and development. City of Bellevue employees enjoy many outstanding benefits, including: federal and state holidays, state retirement, generous matching 401(k), 457 defined benefit plans, and excellent health benefits. The City also offers paid vacation and sick leave, professional membership dues, training and professional growth opportunities, and ORCA cards.

People of color, women, veterans, individuals with disabilities, LGBTQ candidates, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community are strongly encouraged to apply.

For further information about this position, please contact Jerome Y. Roaché via email at jroache@bellevuewa.gov or call at 425.452.4085. If you need technical assistance with the online application, please contact the NEOGOV helpdesk at 855-524-5627

The City of Bellevue is situated between Lake Sammamish and Lake Washington with the Cascades mountain range to the east and the Olympic mountains to the west offering breath-taking panoramic vistas. Bellevue is the Eastside's major urban population center, and is the fifth largest city in Washington State. We are proud of our award winning city and the employees who help make it happen! The City of Bellevue is truly a culturally-enriched destination city to live, work and play! Apply online at www.bellevuewa.gov.

The City of Bellevue values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, gender identity, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.bellevuewa.gov/>

Position #17-00158
DEPUTY CITY ATTORNEY
KH

PO Box 90012
Bellevue, WA 98009

KHeadlee@bellevuewa.gov

Deputy City Attorney Supplemental Questionnaire

- * 1. Please copy and paste your cover letter into the field below. The City of Bellevue has chosen to screen applicants without any personal identifiers so please remove your name from your cover letter. There are no attachments on the application so please be sure your cover letter is complete.

- * 2. Please copy and paste your resume into the field below. The City of Bellevue has chosen to screen applicants without any personal identifiers so please remove your name from your resume. There are no attachments on the application so please be sure your resume is complete.

- * 3. Do you have seven or more years of progressively responsible related experience in civil and municipal law?
 - Yes
 - No

- * 4. Do you have supervisory experience?
 - Yes

No

* Required Question