



CITY OF BAINBRIDGE ISLAND
invites applications for the position of:

Deputy City Attorney

SALARY: \$41.70 - \$52.29 Hourly
\$7,228.00 - \$9,064.00 Monthly

OPENING DATE: 07/28/17

JOB PURPOSE/SUMMARY:

Open until filled, with a priority application date of August 18, 2017.

This is a new, regular full-time position authorized by the City Council in July. The ideal candidate for this position will be a hardworking, critical thinking, problem-solver who is committed to providing exceptional legal services.

The Deputy City Attorney works under the supervision, direction, and guidance of the City Attorney, and assists the City Attorney in planning and coordinating comprehensive legal services for the City. The Deputy City Attorney assists the City Attorney in providing counsel to the City Manager, City Council, and staff, as well as to City committees and commissions, regarding City policies, decisions, and activities. The Deputy City Attorney also assists the City Attorney in managing litigation brought on behalf of and against the City. Additionally, the Deputy City Attorney provides assistance regarding drafting and interpreting City ordinances, resolutions, policies, contracts, and other documents. The City has outside contracts for prosecution and defense services in Municipal Court. This position has a role in supporting the critical decision-making of the City Council and the City's administration.

About the City of Bainbridge Island

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and, densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits, and professional growth opportunities.

Performance Expectations

- **Leadership:** Contributes to a positive work culture consistent with the City of Bainbridge Island Leadership Philosophy, actively welcomes new approaches to public service, and supports change and process improvements at all levels within the organization.
- **Management:** Able to independently assess and organize personal work performance while contributing to the overall organization.
- **Teamwork:** Demonstrates ability and willingness to work collaboratively with a team.
- **Communication:** Communicates effectively with peers, supervisors, subordinates, and individuals to whom service is provided.

ESSENTIAL FUNCTIONS:

- Assists in providing legal and strategic advice to the City Council, City Manager, and City departments through direct consultation and written legal opinions.
- Assists in resolving legal questions which arise during the development and implementation of City projects and programs.
- Assists in analyzing legal trends in order to present alternatives to the City Manager, City Council, and various City departments concerning major issues facing the City.
- Attends meetings of the City Council as needed and other meetings as necessary, and provides appropriate legal advice during those meetings.
- Assists in representing the City in civil actions in proceedings before federal and state courts, as well as before administrative agencies.
- Works with outside counsel as necessary, in coordination with the City Attorney.
- Assists in the preparation and review of ordinances, resolutions, contracts, and other legal documents, ensuring legal and policy compliance.
- Assists in the City's labor relations activities, including related to negotiation of terms and

provisions to be included in collective bargaining agreements.

- Assists as requested in employee discipline, grievances, personnel policies, and other personnel matters involving legal interpretation or advice.
- Maintains timely and regular attendance.
- Performs other duties as assigned.

PREFERRED QUALIFICATIONS:

Graduation from an accredited law school with a Juris Doctorate degree and a minimum of three years of municipal law experience; OR any combination of experience, education, and training that would provide the level of knowledge and ability required. Experience in land use law, contracting, and with property transactions and municipally-owned utilities is preferred.

Knowledge of:

- City organization, operations, policies, and procedures.
- Various aspects of municipal law, including related to administrative matters, contracts, land use, municipal finance, public records, public works, utilities, risk management, insurance, and labor relations law.
- Theory, structure, and practice of municipal law, particularly as it applies to the Council-Manager form of government.
- Teamwork principles and office management.
- Imparting the importance of strategy and problem-solving in the application of law.
- Research methods and succinct writing techniques.
- Proper English usage, grammar, spelling, punctuation, and vocabulary, as well as public speaking techniques.
- Interpersonal skills, including tact, patience, and courtesy.

Ability to:

- Apply innovative and logical reasoning abilities to legal problems, utilizing a keen attention to detail.
- Grasp complex factual data, draw appropriate conclusions, and formulate sound legal decisions.
- Communicate complex legal ideas verbally and in writing to a variety of audiences in a clear, comprehensive, and professional manner.
- Act on behalf of the City in the City Attorney's absence.
- Research complex legal issues, using a variety of research techniques and resources.
- Read, interpret, explain, and apply legal and technical language.
- Draft and interpret City ordinances and resolutions.
- Negotiate real property acquisitions and dispositions.
- Litigate in state and federal courts and before administrative agencies.
- Articulate and persuade in verbal and written argument.
- Plan, organize, and evaluate the work of others and express critical thinking in a respectful manner.
- Work cooperatively with the City Council, City Manager, Department Directors, and other staff.
- Understand the City's political environment and sensitivities.
- Resolve conflicts and gain cooperation among conflicting groups.
- Support and model the vision, values, and best behaviors of the organization.
- Establish and maintain effective working relationships.
- Operate a personal computer utilizing a variety of standard and specialized software.

License and Certification Requirements

- License to practice law in the State of Washington.
- Member in good standing of the Washington State Bar Association at time of appointment.
- Successful completion of a preemployment background check is required.
- Valid Washington State driver's license is required.

ADDITIONAL INFORMATION:

Working Conditions

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other off-duty events is required. Work is primarily performed in an office which is busy, oriented to public service, and subject to regular work interruptions. Noise level is moderate. This position requires extensive telephone contacts, computer operations, reading, and repetitive motion tasks. The employee will be required to work with high-stress clients and citizens to meet deadlines while handling multiple priorities.

Physical Requirements

Continuous repetitive arm/hand movement is essential to performance. The employee must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers and other office equipment. The individual may be required to do repetitive arm/hand movements (i.e., keyboarding). The individual must have the ability to produce legible handwritten documents and may need to push, pull, lift, and carry up to 20 pounds.

Salary Details

The full salary range for this position is \$7228-\$9064 per month. Step increases are attained annually with satisfactory performance. The hiring range for this position is \$7228-\$8094.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.bainbridgewa.gov>

Position #0019
DEPUTY CITY ATTORNEY
KB

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Deputy City Attorney Supplemental Questionnaire

1. What is your favorite part of public service? Why?

2. How do you see this position fitting in with your career goals?