

CITY OF OLYMPIA
invites applications for the position of:

Deputy City Attorney

SALARY: \$49.72 - \$60.42 Hourly
\$8,618.13 - \$10,472.80 Monthly
\$103,417.60 - \$125,673.60 Annually

OPENING DATE: 07/20/18

CLOSING DATE: Continuous

DESCRIPTION:

About the Position

The City of Olympia is accepting applications for a Deputy City Attorney. Under the direction of the City Attorney, the successful candidate will be responsible for providing comprehensive legal services to the City of Olympia as general in-house legal counsel.

At the request of the City Attorney or in the City Attorney's absence, the Deputy City Attorney may serve as acting City Attorney. Additional responsibilities may include, but are not limited to, attendance at meetings in the evening or on weekends, consisting of City Council meetings, executive sessions, Council committee meetings, or other meetings as assigned such as the Olympia Metropolitan Parks District Board or Olympia Transportation Benefit District Board.

Ideal Candidate Profile

The ideal candidate will demonstrate knowledge and experience in the following practice areas:

- Open Public Meetings Act (42.30 RCW)
- Fair Campaign Practices Act (42.17 RCW)
- Public Records Act (42.56 RCW)
- Public Disclosure Commission
- Election law, zoning and land use, SEPA, administrative law, public contracts and bidding, public works and utilities, real estate transactions and negotiations, employment law, police operations, fire services, labor relations, torts, civil rights, and risk management
- Drafting ordinances, resolutions, and legal opinions
- Litigation
- Appeals
- Supervision of outside legal counsel

To Apply

- Submit a resume and a cover letter by attaching them to your electronic application. The cover letter must be no more than two pages and include specific examples of how you meet the Ideal Candidate Profile (above).
- **This is a continuous recruitment. In order to be considered for the first round of interviews submit your application by 5 PM August 13, 2018.**
- **Only electronic applications are accepted.**

Contact Information

If you have questions about the position and/or requirements, please contact Kari Pitharoulis, Paralegal II, at (360) 753-8037 or via email at kpitharo@ci.olympia.wa.us.

EXAMPLES OF ESSENTIAL DUTIES:

The essential functions of this position include but are not limited to:

1. Performing assignments from the City Attorney in a timely and professional manner, including but not limited to City department staff legal requests, with special attention to requests for legal services arising under practice areas noted above.
2. Providing legal advice and resolution of legal questions involving application and interpretation of the Olympia Municipal Code or state law, legal compliance, municipal tax issues, permits, zoning and land use, public utilities, safety and transportation, acquisition or divestment of land or other municipal real property interests, labor and employment law, business license issues, and other general municipal legal issues.
3. Providing legal advice and helping resolve legal questions concerning the development and implementation of City ordinances, resolutions, projects and programs.
4. Representing the City of Olympia in civil litigation before federal or state courts, or before administrative agencies or a hearing examiner.
5. Preparing or assisting in the preparation of ordinances, resolutions, regulations, policies, contracts or other legal documents to comply with local, state and federal laws.
6. Drafting and/or reviewing real property purchase and sale agreements, deeds, leases, easements, and other real property instruments.
7. Negotiating and/or providing professional legal services agreements for outside legal counsel or other professional services contracts, or interlocal cooperative agreements with other governmental entities, and/or contracts with private firms or individuals.
8. Researching and analyzing legal issues and providing recommendations to the City Attorney, City Manager, Department directors and City Council.
9. Providing legal advice and drafting documents related to employment and personnel issues, including internal investigations and discipline recommendations.
10. Preparing oral and written presentations and attendance at a variety of hearings, meetings, conferences and other gatherings.
11. Serving as legal counsel for City boards or commissions, or as police legal advisor, as directed by the City Attorney.
12. Monitoring and reviewing proposed and enacted state and federal legislation for its potential impact on the City.
13. Serving as acting City Attorney at the request of the City Attorney, or in the absence of the City Attorney.
14. Maintaining regular and reliable attendance.
15. Maintaining strict confidentiality of client legal matters.
16. Attending City Council business meetings, executive sessions, Council committee meetings, and other meetings with boards or commissions, as requested by the City Attorney.

Requirements:

1. Lift between 5 and 20 pounds approximately 1% of the time.
2. Reach, twist, and/or turn approximately 2% of the time.
3. Look at a computer screen approximately 90% of the time.
4. Use phone communications approximately 7% of the time.
5. Walk approximately 5% of the time.

6. Sit or stand for an extended period of time approximately 90% of the time.
7. Stoop approximately 2% of the time.
8. Bend approximately 2% of the time.
9. Climb approximately 1% of the time.
10. Drive a vehicle approximately 1% of the time.

TYPICAL QUALIFICATIONS:

Knowledge/Skills/Abilities:

1. Knowledge of or desire to develop expertise in municipal law and associated practice areas, including land use and zoning.
2. Understanding and demonstrating recognition of the differences between legal and political issues.
3. Proficiency in legal research and writing, especially the ability to communicate complex legal concepts verbally and in writing to persons or audiences of varying degrees of legal sophistication.
4. Demonstrating skill in resolving conflicts and gaining cooperation among persons with varying interests.
5. Having the ability to work as part of a team within the Legal Department, as well as with other City departments and personnel to accomplish shared objectives.
6. Having the ability to understand complex factual data, draw defensible or reasonable conclusions and formulate sound legal decisions.
7. Demonstrating the ability to multi-task and prioritize legal matters based on client needs.
8. Having the ability to practice law before state and federal courts and various administrative agencies, as may be required.
9. Demonstrating proficiency in the operation of personal computers and other office technology, combined with a willingness to learn and adapt to new technology as it becomes available.

Experience/Education:

1. Graduation from a law school accredited by the American Bar Association required.
2. Ten years of experience in the practice of law preferred. Experience in municipal government or with other governmental entities is a plus.
3. Litigation experience is a plus.
4. Experience in administrative law and hearings is a plus.
5. Supervisory experience is a plus.

Special Requirements:

1. Must be licensed to practice law in the State of Washington at the time of commencement of employment.
2. Valid Washington State Driver's License may be required.

SUPPLEMENTAL INFORMATION:

Contacts:

1. The Deputy City Attorney has frequent contact with all employees of the City requiring legal advice or a legal opinion.
2. Contacts are for the purpose of information sharing and/or providing direction in areas assigned by the City Attorney.
3. Contacts require the communication of abstract legal concepts to individuals with varying degrees of legal sophistication and background.
4. Contacts may be hostile or highly emotional in nature and the Deputy City Attorney is required to exercise skill in persuasion, diplomacy and/or conflict resolution.
5. Communicating information in a professional, concise and precise manner is central to position success.
6. Contact with the local legal community is encouraged to remain current on issues relating to the practice of municipal law.

Supervision:

1. At the request of the City Attorney, assist in the supervision, training, assignment and monitoring of work, and performance review of other attorneys and staff.
2. In the absence of the City Attorney, supervise Legal Department staff.

Accountability:

1. The Deputy City Attorney is accountable for the provision of accurate, timely, effective legal services to the City.
2. The Deputy City Attorney is accountable for the quality of research, legal analysis and recommendations made to the City Attorney or City Departments
3. The Deputy City Attorney is responsible for directly reporting to and informing the City Attorney about the status of assigned legal work and projects.
4. The Deputy City Attorney must be able to work independently with minimal supervision.

Working Conditions:

1. The work requires close, sustained attention to detail often performed in a busy, noisy work area with frequent interruptions.
2. The stress of working with competing demands and under stringent timelines is an on-going part of the position.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

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

Position #1800098
DEPUTY CITY ATTORNEY
CW

PO Box 1967
Olympia, WA 98507
360-753-8305

Deputy City Attorney Supplemental Questionnaire

- * 1. What is the nature and extent of your civil legal experience?
- * 2. What is the nature and extent of your experience with municipal law?
- * 3. Describe your experience working with elected officials.
- * 4. What do you believe should be the role of a government attorney providing legal services in a municipal organization?
- * 5. Please describe your understanding of the difference between a legal issue, a policy issue, and a political issue. How you would counsel a city manager, elected officials, and department staff with respect to each type of issue?
- * Required Question