



JOB POSTING TEMPLATE

Position Title: City Attorney

Position Number (PCN): 222009

Starting Salary begins at \$175,000 annually

Actual Salary is negotiable (DOQ)

**Do you have the leadership skills to successfully and effectively
manage a high functioning Law Office?**

**Are you interested in being a key contributor of the Executive Team
responsible for assuring excellent public service?**

**If you answered “yes” to these questions, you may have what it takes
to join the CBJ leadership team.**

DESCRIPTION (INTRODUCTORY Sentence or logo)

The City Attorney is the Law Department’s principal Executive Officer and serves as a member of the Executive Leadership Team for the City & Borough of Juneau. The City Attorney is the chief legal officer for the municipality and is responsible for providing legal representation and advice on all matters. The City Attorney is also responsible for providing executive leadership, direction, and management for the Law Department with the goal of providing outstanding legal services and opinions for the CBJ, its Assembly, Directors, officers, boards, and departments including enterprise operations.

WHO WE ARE LOOKING FOR

The successful candidate will have experience working as counsel to groups such as committees, boards and assemblies; experience drafting ordinances, resolutions, policies, contracts, leases and agreements; experience supervising legal staff and managing a law office including budgeting, fiscal control, program planning and development, strategic planning; principles and practices of employee supervision including employee development, training, performance evaluation and progressive discipline; experience with contract negotiations; experience drafting budgets and operating plans for a legal department; knowledge and experience with diverse ethnic and cultural groups; experience with criminal and civil litigation; knowledge of applicable federal, state and municipal laws, rules, and regulations as well as legal principles and practices; court procedures, and community/public relations.

In addition, the successful candidate will have skill in leading and motivating others; working effectively and constructively with the media; establishing and maintaining effective working relationships with the legal community, coworkers and clients, city officials, and the public; planning, organizing, and directing the activities of a municipal legal department; understanding and interpreting complex statutes, ordinances, regulations, and standards; reviewing and evaluating the work of subordinate staff to ensure that standards are met; identifying employee training needs and developing and coordinating programs and activities to improve professional skills, ability and performance; preparing detailed reports documenting the facts and

actions regarding criminal and civil incidents; and evaluating services to determine if they meet Assembly needs.

WORKING HOURS AND LOCATION

This position generally works Monday through Friday 8:00 a.m. – 5 p.m. with frequent meetings outside of regular work hours. The City Attorney's office is located in the Sealaska Building in downtown Juneau.

DESIRED QUALIFICATIONS:

The successful candidate will have a Juris Doctorate, be licensed to practice law in the State of Alaska and be a member in good standing with the Alaska Bar. It is desired that the successful applicant have ten (10) years of municipal, legislative, or large organization legal experience, and have demonstrated competence and knowledge in a broad range of municipal legal issues including; land use, insurance, labor and employee relations.

Special Note: The successful candidate must be able to travel to various locations within the City and Borough of Juneau to meet program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid Alaska driver's license and satisfactory driving record is required.

Special Note: Appointment to the City Attorney position will be made conditionally pending successful completion of all portions of the background process.

SUPPLEMENTAL INFORMATION:

ADDITIONAL REQUIRED INFORMATION

Please attach a resume to your application.

HIRING MANAGER CONTACT INFO

For more information about this position, or the City and Borough of Juneau, please contact:

Dallas Hargrave
Human Resources & Risk Management Director
Dallas.Hargrave@Juneau.gov
(907) 586-0225

Note: The City Attorney is within exempt service and serves at the pleasure of the City Assembly. Applications received are subject to public disclosure.

The selected candidate must have unquestioned ethics and personal integrity. All information provided by the candidate will be verified. Candidates who materially misrepresent any information provided in the employment process will be excluded from consideration or dismissed if already employed.

This announcement remains open until filled. The first round of applications will be reviewed beginning Friday, June 14, 2024.

SUPPLEMENTAL QUESTIONS:

None