

CITY OF WILSONVILLE CITY ATTORNEY



WILSONVILLE
OREGON



POWERED BY PURPOSE

We have always been a home for those who think differently, expect more and don't want to settle for the status quo. It is a place that people can call home, where the sky opens up a bit, and the air is a little cleaner. Here we measure quality of life by meaningful relationships instead of the number of cars you can fit in your garage.

Within its limits are bold thinkers who work hard for what they want. It's not a city of entitlement, but rather born from the river with a rich heritage of commerce. Steeped in history, it began with the founding of Boone's Landing, home to one of the first ferries over the Willamette River. Over time, it became the Gateway to the Willamette Valley—the "Eden" at the end of the Oregon Trail where American settlers and the valley's original people, Kalapuya, found common purpose in agriculture. Today, it still exists and stands as the destination for some of Oregon's most innovative and coveted companies.

With the feeling of a small and tight-knit community, yet with all the amenities and access to its urban neighbors, the City of Wilsonville is nested on the edge of Oregon's finest agricultural country. Poised at equidistant locations between Portland and Salem, the City of Wilsonville connects the I-5 corridor of activity and provides easy access to the highway with its innovative commercial and residential planning.

Wilsonville has a small town feel with the accessibility of big town benefits and the richness of all the wonders that nature has to offer. It's a place where people know your name and you're just as likely to see your next door neighbor half way across town. It's the perfect marriage of modern and traditional—balancing values with a purpose-led lifestyle. Home to a new generation of enterprising families, citizens, growing companies and forward-thinking personalities, The City of Wilsonville is rooted in the past, with an enlightened vision for the future.

WHAT WE DO

The City of Wilsonville is a council-manager governed municipality whereby City Council is the policy-making body and the unelected City Manager is in charge of day-to-day operations. This combines the policy leadership of elected officials with the managerial expertise of an appointed city manager. The Mayor and a four-person City Council are elected to four-year, staggered terms with a limit of twelve years of service.

Wilsonville provides superior service in all levels of municipal operations. Our team maintains high standards of performance, accountability, and service to its citizens, supported by a positive organizational culture which reinforces our core values: Customer Service, Collaboration, Commitment, and Competence. With 178 FTEs and an operating budget of approximately \$111 million, Wilsonville is a full-service city and provides a multitude of public services including public works, library, parks and recreation, and public transportation. Police services are contracted through the Clackamas County Sheriff's Office. Fire service is provided by Tualatin Valley Fire & Rescue. The City also owns its own water and wastewater treatment plants, which are operated by the private sector under contract.

In accordance with the City Charter, the City Attorney is appointed by the City Council to act as the City's general counsel. The City Attorney provides a full range of legal services and manages outside special counsel.

The mission of the City Attorney's Office is to provide the highest quality legal services to elected and appointed officials and staff by rendering legal advice and opinions and drafting and reviewing contracts, ordinances, resolutions, and other documents needed to accomplish the City's policies and goals. In addition, the City Attorney's Office may represent the City's legal interests before judicial and administrative agencies.





CORE VALUES

CUSTOMER SERVICE

COLLABORATION

COMMITMENT

COMPETENCE

WHO WE ARE

We are a growing city, where residents can still enjoy the small town charm of ‘country living’ and the amenities of a bustling metropolis only 17 miles away. Over the course of the last 50 years, Wilsonville City Council members have thoughtfully planned and curated Wilsonville’s brand as a prime location to live, work, and play. The organization seeks achievers, leaders, and visionaries to join the team that works diligently to move Council goals forward.

The Wilsonville Way is about each person bringing skills and passion to a challenging and constantly evolving environment, and our culture thrives by embracing diversity and rewarding imagination. Our rapid pace of progress demands a Legal team that prioritizes strategy and innovation—with a mission to advance and guide the organization through inventive, proactive counsel.

WHAT YOU WILL DO

Reporting directly to the City Council, and working in collaboration with the City Manager, this position serves as legal advisor to the City Council, City Manager, all City departments, and various City boards and commissions, ensuring that decisions are made and policies formulated with an appreciation for possible legal consequences. As part of the City’s Executive Management Team, the City Attorney works with other divisions, departments, outside agencies, and regional partners to negotiate and resolve sensitive and controversial issues.

In addition to being an effective legal strategist and managing an engaged municipal legal department, the City Attorney plans, directs, coordinates, and reviews the work plan for the Legal Department. Incumbents must maintain current awareness of legislation and issues involving municipal operations and stay abreast of new trends and innovations in the field of public law.

The City Attorney leads a lean department with an all-star team of four, including one Assistant City Attorney, two Legal Assistants, and a Legal Intern.



WHO WE ARE LOOKING FOR

Wilsonville's City Attorney will bring a dynamic mix of analytical and tactical legal skills, highly effective interpersonal communications, and a solid background in the broad spectrum of municipal affairs. We are searching for an accomplished professional with diverse legal experience who thrives in an active and complex environment. With a successful and notable career as a legal strategist and an exceptional negotiator, our City Attorney will be well-rounded and astute in supporting the elected body and city operations as well as accomplished in dealing with a multitude of regulatory compliance issues, inter-governmental agencies, and other competing interests that may arise through city operations.

The ideal candidate will have outstanding interpersonal skills and a reputation for decisive legal leadership with the ability to effectively manage and assess risk factors in support of the City's best interests. Successful candidates will have a record of working closely and collaboratively with a City Council and City Manager to set the strategic legal direction on a wide array of topics.

The next City Attorney is an inclusive legal advisor who consistently presents options for consideration, allows for thorough analysis of all aspects of an issue, and makes final recommendations after reviewing appropriate options while keeping in mind the best interests of the City. Ideal candidates will demonstrate a propensity for offering alternatives that allow City Council policy objectives to be met in a way that protects the City from risk and reconciles the needs of City departments and individuals who may have differing interests.

We are looking for problem solvers with a flexible futuristic approach who can make informed decisions and legal risk assessments in the best interests of the organization in the face of ambiguity. We seek open and transparent collaborators who work creatively and tactfully toward solutions that may require bold, strategic action.

YOUR EDUCATION & EXPERIENCE

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: A minimum of five years of progressively responsible experience in municipal law, with emphasis and experience in one or more specialty areas, such as: land use, urban renewal, real property, public meetings and records, public contracts, and civic and administrative law related to municipal government.

Education: Doctor of Jurisprudence degree from an accredited school of law.

Other: Requires active membership in Oregon State Bar at time of hire.

THE COMPENSATION

The annual salary range for the City Attorney is \$140,000 - \$175,000. The starting wage is negotiable, dependent on qualifications. The City offers an attractive benefit package including:

- Participation in the Oregon Public Employees Retirement System with a defined benefit and a defined contribution, both currently fully paid by the City.
- The City contributes an additional 3% of base salary to a 401a account for management employees. Employees may also elect to participate in the City's voluntary deferred compensation plan.
- Medical insurance for employees and dependents including dental and vision with the City contributing 90% of monthly premium costs. The City also provides life insurance and long-term disability coverage.
- Generous vacation and sick leave accruals, in addition to 10 paid holidays per year.

JOIN OUR TEAM

If you are interested in this outstanding opportunity, please submit an application, including your resume and a letter of interest, at

<https://www.governmentjobs.com/careers/wilsonville>

**First Review of Applications:
Friday, February 18, 2022**

Search Schedule

Preliminary Screening.....February 16th-23rd, 2022

Recommendation of Candidates.....February 24th, 2022

Finalist Interviews.....February 28th-March 4th, 2022

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Confidential inquiries welcomed to Andrea Villagrana, Human Resources Manager, at (503) 570-1519 or villagrana@ci.wilsonville.or.us.

Wilsonville encourages all qualified persons including women, veterans, Black, Indigenous, and people of color, persons with disabilities, different generational groups, persons who speak multiple languages, and those who are of diverse national origins to apply.

