



City of Auburn, Washington **CITY ATTORNEY** *Recruitment Announcement*

About the City of Auburn

Auburn is perfectly situated in Western Washington between the cities of Seattle and Tacoma, 20-minute train ride from either city and only 14 miles from Seattle-Tacoma International Airport.

Auburn is the center of the largest industrial complex in the northwest and with continued job expansion and above average retail growth. Auburn enjoys a vibrant and sustainable business environment. Auburn is about one hour from Mt. Rainier, Crystal Mountain, and Snoqualmie Ski Area. It is also home to several biking and walking trails, including the White and Green River trails and the Interurban Trail. Auburn has roughly 40 parks of all sizes for the whole family to enjoy.

There are two golf courses in Auburn: the Auburn Golf Course and Washington National Golf Club. Auburn has reason to be proud of its schools. They pride themselves in providing an excellent education that produces students who have a love of learning and a sense of responsibility. Auburn boasts over two dozen elementary, middle, and high schools, each one unique, but all offering a supportive learning environment designed to foster each student's natural abilities.

As one of the oldest cities in the state of Washington, Auburn has retained the look and feel of a real downtown with unique architecture, combined with historic preservation and renovations.





City Government

Auburn operates under a strong-mayor form of government. The City of Auburn government consists of an elected mayor, and seven councilmembers. Elected officials serve 4-year terms.

The Mayor is the elected leader of the City, is the executive branch of the City and serves as the full-time chief executive officer, who is responsible for the day-to-day operation of the City. The City Attorney reports directly to the Mayor and is a vital member of the City's executive management team.

About the City Attorney's Office

The City Attorney's Office represents the City in its day-to-day operations and provides legal advice to the Mayor, City Council, City administration, and boards and commissions that make up the municipal government of the City of Auburn. The department has four divisions: Civil, Prosecution, City Clerk's Office, and Real Estate.





The City Attorney's Role

The City Attorney serves as a member of the City's executive management team, providing professional municipal legal work and executive-level, administrative work with responsibility to plan, direct, and coordinate comprehensive legal services for the City.

The City Attorney plans, organizes and directs a legal staff of 21 with a budget of \$6.7 million, providing comprehensive legal services to the City including; counsel to the Mayor, City Council, staff, committees, and commissions; legal advice to guide City policies, decisions, and activities; representing the City; supervising and directing representation of the City at various court levels and tribunals in criminal and civil litigation and in administrative hearings; drafting and interpreting

City ordinances and resolutions; and negotiating real property acquisitions.

This position is responsible for managing the City Attorney's Office including misdemeanor prosecution, domestic violence victim assistance, department organization, long and short-range planning, budget development, and hiring, assigning, training, supervising, coaching, and evaluating staff.



Additional duties include:

- Plans, directs, coordinates, and supervises comprehensive legal service for the City and manages contracts for outside legal services.
- Supervises, and motivates the work of staff; within the Legal department, makes recommendations for employment actions and carries out the City's mission and values while creating a positive work environment emphasizing teamwork and collaboration.
- Distributes work to ensure proper and efficient workflow; reviews documents prepared by staff to ensure proper legal principles and procedures are followed and proper legal advice is accurate and responsive.
- Attends all meetings of the City Council and appropriate Committees, Boards and Commissions, advising the Mayor and Councilmembers, and rendering formal opinions when requested.
- Advises elected officials and City staff regarding jurisdictional problems, zoning controversies, law enforcement issues, and protection of the public and property with a view toward protecting the City's interests and avoiding litigation.
- Reviews and researches federal, state, and local laws, ordinances, and court decisions, and prepares and drafts briefs, legal documents, petitions, contracts, leases, easements, deeds, notices, and legal interpretations and opinions for City departments or officials.
- Advises the City staff and City Council on legal issues related to public records and public disclosure.
- Represents the City in civil actions by or against the City and/or coordinates with outside counsel retained by the Washington Cities Insurance Authority to defend the City in civil actions.
- Works with elected officials on complex legal and policy issues in a setting where different objectives and/or adversarial viewpoints may exist; understands the City's political environment and sensitivities.
- Directs and coordinates outside counsel retained by the City in specialized litigation.
- Prepares, presents, administers, and controls the budget for the Department; ensures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to assure sound fiscal control; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Communicates complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Participates, on request, in consultations concerning intergovernmental relations in which the City is concerned.

The Ideal Candidate

For this important role the City of Auburn seeks an experienced, unifying leader who is deeply committed to the success of the City and is a strategic big-picture thinker. The ideal candidate will have a passion for public service and will lead by example to gain the confidence of the public and staff. Integrity that aligns with the City's organizational values is essential.

The City Attorney must be able to practice law before state and federal courts and administrative agencies and bring a strong network of contacts within Washington State.

The ideal candidate will demonstrate high ethical standards and recognize appropriate times to reach out to outside counsel. The City Attorney must be accessible, approachable, personable, and possess strong writing skills. Confidence and objectivity are qualities important to success in this position.

The preferred candidate will have experience and demonstrated success in the following areas:

- Visionary and strategic leadership.
- Comprehensive knowledge of municipal law including criminal, administrative, contract, land-use, insurance, real estate, torts, public information and labor relations law.
- Customer service and the ability to mentor, coach and direct the work of staff.
- Cultural competency that enables effective working relationships in cross-cultural situations.
- Successful planning and implementation of change management strategies.
- Champion of workforce equity and diversity.
- Integrity, honesty, compassion, courage, optimism, and good judgment - particularly in situations characterized by disagreement, conflict, tension, and uncertainty.
- Creative problem solver, bringing fresh ideas and a progressive approach.

Desirable Qualifications

This position requires graduation from a law school accredited by the American Bar Association and seven years of municipal law experience including progressively responsible leadership and management experience OR equivalent experience which provides the applicant with the desired knowledge, skills, and abilities required to perform the job.

The successful candidate must be licensed to practice law in the State of Washington at the time of appointment. Experience working with a strong-mayor form of government, elected officials or a board of directors is a plus.

Total Compensation

The annual salary range for this position is \$168,891.36 – 207,610.08. The City offers a competitive benefit package including health, vision, and dental insurance, as well as vacation and sick leave. The City participates in the State of Washington retirement system. More information about benefits offered can be found [here](https://www.auburnwa.gov/employees/benefits).

APPLICATION PROCESS

If you are interested in this position, submit a cover letter and a resume by visiting www.karrasconsulting.net and clicking on “view open positions.”

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled but the screening process will move quickly. In order to be considered for the first round of interviews please submit your application materials at www.karrasconsulting.net no later than October 31, 2023.

Commitment To Diversity, Equity, and Inclusion

The City of Auburn values diverse perspectives and life experiences, and welcomes applications from people who will help us consistently demonstrate the values of equity, respect, and partnership. The City encourages people of all backgrounds to apply, including Black, Indigenous, and people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. Individuals interested in joining the City of Auburn must be committed to racial, social, and economic equality for ALL people in our community.

The City of Auburn is an Equal Employment Opportunity (EEO) Employer. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To learn more about the Inclusive Auburn initiative, please visit:

https://www.auburnwa.gov/city_hall/mayor/inclusive_auburn.

