



## CITY OF PORT ANGELES CITY ATTORNEY

### *Recruitment Announcement*

#### **The Ideal Candidate**

For this important role the City of Port Angeles 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, City Council, and Staff. Integrity that aligns with the city's organizational values is essential.

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.





## About the City

Located on the northern edge of the Olympic Peninsula along the shores of the Strait of Juan de Fuca, the City of Port Angeles offers a rare combination of dramatic natural beauty and a vibrant, welcoming community. The surrounding peninsula is renowned for its extraordinary diversity—lush temperate rainforests, rugged mountain ranges, pristine rivers, and expansive ocean beaches all within easy reach.

Port Angeles is a modern coastal city with a rich and diverse history, including a strong and visible Native American presence that continues to shape the area's culture and community life. Residents enjoy a wide array of cultural offerings, from festivals and arts events to music, recreation, and local sporting activities. Educational opportunities are excellent, with highly regarded public schools and Peninsula College offering both two- and four-year degree programs.

Outdoor recreation is a defining feature of life in Port Angeles. Nearby amenities include hot springs, beaches, rivers, and parks, as well as Olympic National Park and the Olympic Discovery Trail—one of the longest continuous trail systems in the United States. The city also serves as an international gateway, with ferry service to Victoria.

Port Angeles benefits from a mild coastal climate, with typical daytime temperatures ranging from the 40s in winter to the 70s in summer, and average annual rainfall of less than 25 inches.

To learn more about the community, visit [www.cityofpa.us](http://www.cityofpa.us) and [www.visitportangeles.com](http://www.visitportangeles.com)





## Port Angeles City Government

As the only full-service city on the Olympic Peninsula, the City of Port Angeles delivers a comprehensive range of municipal services to a community of approximately 20,000 residents. City services include police and fire protection, public works, parks and recreation, utilities, planning, and general administrative functions. In addition, Port Angeles plays a vital regional role by providing water, sewer, electric, medic 1, emergency dispatch, and solid waste services to neighboring communities throughout the North Olympic Peninsula.

The City is guided by a commitment to fostering a safe, resilient, and inclusive community where residents, businesses, and visitors can thrive. Like many growing communities, Port Angeles is navigating both challenges and opportunities that shape the City's priorities and underscore the importance of strong, responsive local government.

Current areas of focus include expanding housing options, supporting sustainable and well-managed growth, advancing climate resilience and environmental stewardship, maintaining strong fiscal health, investing in infrastructure, and strengthening community engagement. The City is equally committed to cultivating a professional, service-oriented workforce dedicated to high-quality public service and collaborative problem-solving.





## About the City Attorney's Office

The City Attorney serves as chief legal advisor to the City Manager, City Council, boards and commissions on legal matters pertaining to municipal government, civil litigation, and misdemeanor prosecution. This position leads a team of three and serves as a member of the City's executive management team. The City Attorney provides comprehensive professional municipal legal services for the City with a focus on option-based advice.



### *Key Responsibilities Include:*

- Serves as the City's chief legal advisor, providing legal opinions and counsel on a wide range of municipal services, programs, and operations.
- Advises and represents the City Council, City Manager, department heads, and City employees on legal matters related to municipal activities and official duties.
- Prepares, reviews, and approves ordinances, resolutions, contracts, and other legal documents on behalf of the City.
- Represents the City in district, superior, and appellate courts, as well as in administrative hearings and other legal proceedings.
- Provides management oversight for misdemeanor prosecutions on behalf of the City.
- Attends and participates in City Council meetings and, as needed, meetings of the Utility Advisory Committee, Planning Commission, and other City boards and committees.
- Oversees and manages outside legal service contracts and special counsel engagements.
- Manages City matters related to City properties and leases.
- Supervises professional, technical, and clerical staff within the City Attorney's Office.
- Prepares and administers the operating budget for the City Attorney's Office.

## Desirable Qualifications

The successful candidate will be a graduate of an accredited four-year college and an accredited law school, be admitted to practice law in the State of Washington and be a member in good standing of the Washington State Bar Association. The candidate will also possess at least five years of combined legal experience as a city attorney, assistant city attorney, deputy prosecuting attorney, and/or in other relevant law practice, with at least two years of that experience in municipal law. In addition, the candidate must possess a valid Washington State driver's license at the time of appointment or be able to obtain one within thirty (30) days of hire and maintain a driving record acceptable to the City's Risk Manager. An equivalent combination of education and experience that provides the knowledge, skills, and abilities necessary to successfully perform the essential functions of the position may be considered.



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

- A strong legal mind with the ability to manage complex legal issues and multiple concurrent projects in a fast-paced municipal environment.
- Demonstrated accessibility and a genuine commitment to responsive, high-quality customer service for elected officials, staff, and the public.
- A collaborative, flexible leadership style that values diverse perspectives, encourages teamwork, and brings a sense of humor and approachability to the workplace.
- A well-rounded legal background, ideally including experience in both the public and private sectors.
- Proven ability to take initiative, exercise sound judgment, and adapt effectively to new and evolving challenges.
- Strong organizational and management skills, including the ability to delegate appropriately, set clear expectations, and balance competing priorities.
- Skilled in creative problem-solving, with the ability to develop innovative, practical, and legally sound solutions to complex issues.
- Ability to provide clear, logical, and strategic legal advice to the City Manager and City Council on high-level and sensitive matters.
- Deep knowledge of municipal law, including Washington State's Open Public Meetings Act and public records requirements.
- Demonstrated experience responding to public records requests and ensuring compliance with applicable state and local laws and regulations.



## Total Compensation

The annual salary range for this position is \$159,140 – \$190,186. Plus a one-time \$10,000 housing stipend, one-time \$10,000 signing bonus and reimbursement up to \$10,000 in relocation expenses.

### *Other benefits include:*

- Up to 3% deferred compensation match by employer
- 13 paid holidays
- General leave bank
- Medical insurance (12.5% employee paid premium)
- Employer contribution to Health Savings Account (HSA)
- Dental & Vision insurance
- Health Care Offset
- Employee Assistance Program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Washington State Retirement System (PERS)
- 40 hours of management leave annually



# APPLICATION PROCESS

If you are interested in this position, submit a cover letter and a resume by visiting [www.karrasconsulting.net](http://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](http://www.karrasconsulting.net) no later than February 9, 2026.

