



CITY OF PORT ANGELES **ASSISTANT CITY ATTORNEY** *Recruitment Announcement*

The Ideal Candidate

The City of Port Angeles seeks a skilled and solution-oriented attorney who is committed to advancing the City's policy and legal objectives with dedication to public service and municipal excellence.

The ideal candidate will be a thoughtful legal professional who enjoys being part of a small legal team and working on the broad range of issues faced by the only full-service city on the Olympic Peninsula.

The successful candidate will demonstrate strong legal analysis and writing skills, responsiveness, approachability, and the ability to work effectively with elected officials, leadership, staff, and the public. They must be able to balance significant independent responsibility with team collaboration, manage competing priorities, and provide clear, practical, and timely legal guidance in a dynamic municipal environment.



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. The City of Seattle - and its cultural and recreational amenities - can be found fewer than 90 miles away. The City also serves as an international gateway, with direct ferry service from downtown to Victoria, British Columbia.

Port Angeles is a modern coastal city with a rich and diverse history, including a strong 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 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.

Port Angeles benefits from a mild coastal climate, with typical daytime temperatures ranging from the 40s in winter to the 70s in summer. Resting in the Olympic Rain Shadow, the City experiences one of the lowest rainfalls in Western Washington. To learn more about the community, visit www.cityofpa.us and 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.



Nature of the Work

Under the direction of the City Attorney, the Assistant City Attorney will play a key role in supporting City departments and leadership by providing high-quality legal counsel in the following areas: Municipal Governance and Administrative Law, Land Use, Planning & Zoning, Public Contracts & Procurement, Real Estate and Property Law, Overseeing of Litigation and Claims Defense, Police, Public Safety and Constitutional Law, Employment and Labor Law, Open Government and Public Records, Regulatory & Code Enforcement, Utilities, Infrastructure and Environmental Law, and Ethics, Elections & Government Integrity.



Key Responsibilities Include:

- Render clear and timely legal advice to City departments and elected officials
- Review, analyze, and draft contracts for City departments
- Prepare and/or review ordinances, resolutions, contracts, and other legal documents
- Conduct legal research and perform legal projects, as assigned by the City Attorney
- Attend boards and commission meetings, in some cases outside regular work hours
- Represent the City in court, administrative proceedings, meetings with external parties.
- Oversee administration of criminal justice and prosecutorial activities
- Manage and review transactions, legal documents and special projects relating to real property owned by the City including leases, appraisals, contracts, easements, purchases, sales, etc.
- Serve as a member of the City's labor negotiation teams, assist with labor relations matters
- Work effectively in the context of a small legal department in a diverse municipal agency
- Serve as Acting City Attorney in the absence of the City Attorney

Desirable Qualifications

The successful candidate will be a graduate of an accredited four-year college and an accredited law school and be admitted to practice law in the State of Washington as a member in good standing of the Washington State Bar Association (or become qualified to practice in Washington state within six months of employment).

The candidate will possess at least three years of experience in municipal law. Experience in misdemeanor prosecution or defense is desirable but not required. 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.

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.

In addition to experience in the areas of Key Responsibilities, the preferred candidate will show commitment to the following areas:

- Excellent interpersonal and communication skills (written and oral) with the ability to work effectively and respectfully with diverse stakeholders
- Sound judgment, professionalism, discretion, and organizational savvy
- Commitment to maintaining a respectful, inclusive, and harassment-free workplace
- Promoting innovation and excellence in government
- Behaving consistently with the values of the organization

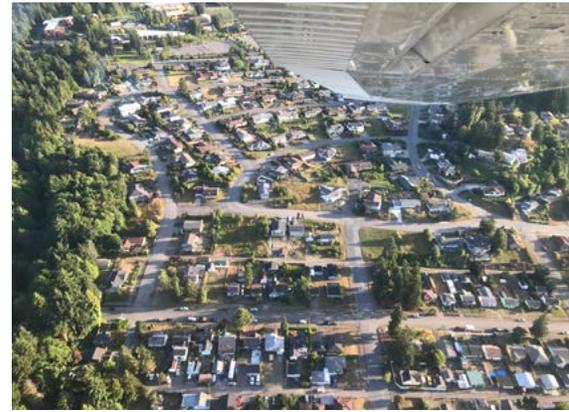


Total Compensation

The annual salary range for this position is \$133,255 – \$159,248, depending on experience. This position is also eligible for relocation reimbursement up to \$10,000.

Other benefits include:

- Up to 3% deferred compensation employer contribution
- 13 paid holidays
- General leave bank
- Medical insurance (12.5% employee-paid premium)
- Employer contribution to Health Savings Account
- Dental and Vision insurance
- Health Care Offset
- Employee Assistance Program
- Employer-paid life insurance (\$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 and clicking on “view open positions.” Screenings and interviews will proceed on a rolling basis until the position is filled. If you have questions, please call Marissa Karras at 360-956-1336.

