



JOB ANNOUNCEMENT

CITY ATTORNEY

EXEMPT FULL-TIME POSITION

MINIMUM SALARY BEGINS AT \$140,000 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.

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 in 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.

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.

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.

CONTINUED ON BACKSIDE

Compensation Package

Starting salary is \$140,000 or more, depending on experience. In addition, the CBJ has a generous benefits package that includes: 12 paid holidays, 26 days of personal leave the first year, exceptional health and wellness benefits, and participation in the State of Alaska Public Employee Retirement System. Both salary and leave accrual are subject to increases based on service with the organization.

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.org
(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.

Closing Date

A completed CBJ application must be received by the Human Resources & Risk Management Department. **This announcement remains open until filled. Applications will be reviewed beginning Monday, August 6, 2018.**

WHERE TO APPLY

Mail completed application to:

City and Borough of Juneau
Human Resources & Risk Mgmt. Department
155 South Seward St.
Juneau, Alaska 99801
<https://beta.juneau.org/human-resources>

OR

Visit our website below for instructions on how to submit applications via email:

<https://beta.juneau.org/human-resources/employment-opportunities>

Drop off completed application to:

City and Borough of Juneau
Human Resources Risk Mgmt. Department
107 Municipal Way, Suite 101
Juneau, Alaska 99801

OR Fax completed application to:
(907) 586-5392

THE CITY AND BOROUGH OF JUNEAU IS AN EQUAL OPPORTUNITY EMPLOYER