



CITY ATTORNEY

The City of Tualatin, Oregon, is offering an excellent career opportunity for an experienced legal professional to provide progressive, innovative leadership as Tualatin's new City Attorney.

The Community

The City of Tualatin, population 27,500, is a dynamic, vibrant community ideally located just 12 miles south of Portland and 30 miles north of Salem, the state capitol. Situated at the intersection of Interstate highways 5 and 205, Tualatin is a short distance to adventure: skiing, snowboarding, and sledding on majestic Mt. Hood in the Cascade Mountain Range; family-friendly summer water activities on the central Oregon Coast; national-level wind-surfing or parasailing on the mighty Columbia River, while enjoying the striking natural beauty of Multnomah Falls in the Columbia Gorge National Recreation Area. A 34-year Tree City USA, it has an extraordinary landscape, painted with charm, opportunity, and accessibility.

Tualatin's population is well-educated, diverse, and involved in community and school activities. There are excellent educational opportunities available to residents through the Tigard-Tualatin School District and numerous colleges and universities within easy commuting distance. In the most recent resident satisfaction survey, 88% of residents rated the overall quality of life in Tualatin as "excellent" or "good", and 92% reported they would recommend the community to others and plan to stay for the next five years. Residents take great pride in and appreciate the amenities such as award-winning parks, unique shopping, dining establishments and a low tax rate.



The Organization

The City of Tualatin is organized under the Council/Manager form of government, with the City Manager serving as the administrative head of the organization. The current City Manager has served since December 2006 and is only the organization's fourth City Manager. The City has a history of progressive leadership with stable and civil governing bodies, and a commitment to improving the quality of life through well-managed, responsive city services, and a record of fiscal prudence.

The organization is made up of 19 divisions within nine departments responsible for all services except fire, which is provided through a special district, Tualatin Valley Fire & Rescue.

The Legal Services Division is comprised of the City Attorney and one full-time Legal Assistant. The City Attorney reports to the City Manager.

The Ideal Candidate

The successful candidate will provide professional legal services and advice to the City Council, the Tualatin Development Commission, City staff, and City committees and boards. This position is responsible for: drafting and reviewing ordinances, resolutions, contracts, orders, pleadings, appeals, deeds, agreements, and other legal documents; providing oral and written opinions; conducting legal research, preparing memoranda on a wide range of topics and concerns; representing the City of Tualatin in litigation, appeals, and administrative proceedings; monitoring, consulting, and assisting with cases handled by outside counsel; and assisting in the development of legislative and administrative policies. The successful candidate will advise on contracting and procurement rules, employee relations, risk management, and land use issues. The ideal candidate will be outcomes focused, known as an outstanding communicator and collaborator, recognized for resourceful problem-solving and efficiency.

Previous organizational accomplishments must indicate a proven track record of providing prudent and effective legal counsel. These accomplishments must be accompanied by a leadership style that promotes teamwork and fosters a positive working environment while orchestrating continuous improvement and ensuring diversity, equity and inclusion.

In addition to possessing a Juris Doctor (J.D.) degree from an accredited school of law and licensure in the State of Oregon, the position requires a minimum of five years of experience in the practice of municipal, local, or government law with emphasis and experience in the following: Oregon land use; public meetings and public records; constitutional law, particularly the first amendment; public contracts; employment law and tracking legislation. Experience in risk management and elections is preferred. Supervisory experience is preferred.

The Ideal Candidate (cont'd.)

The ideal candidate should also possess and demonstrate:

- Personal integrity and a high degree of ethics and honesty
- Effective interpersonal skills and the ability to quickly develop trust and confidence within all levels of the organization
- Approachability, openness and an ability to be candid and tactful
- Confidence and resourcefulness, with strong social skills and a networking ability to gather expertise on topics on which they may not have experience
- Perceptiveness and collaborative with the ability to establish relationships and build bridges while still seeing the big picture
- Excellent verbal, non-verbal, and written communication skills, including effective listening skills and the ability to explain, verbally and in writing, complex concepts in an understandable manner
- High level of political savvy to work with Elected Officials and understand the political implications of personal and departmental actions.
- Well- developed group interaction skills with a willingness to confront challenging issues and dispute resolution skills to help others work through complex issues
- The ability to consider and evaluate alternative viewpoints with an aim towards finding creative solutions by working collaboratively and offering innovative approaches to develop consensus on difficult issues
- Competency and confidence to become a member of the City's Management Team with a demonstrated ability to make the organization a better place

Compensation, Benefits, and Process

Salary: This exempt, at-will, full-time position has an annual salary range of \$119,678 - \$151,539. Final compensation package is dependent upon qualifications.

Retirement: The City is a member of the Oregon Public Employees Retirement System. The City contributes the employee's portion (6%) to the system. The City also makes a 2% contribution into a 401a plan.

Deferred Compensation and Flexible Spending Accounts: The City offers a voluntary deferred compensation program through VOYA. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.

Insurances: The City provides life insurance and long term disability as well as offers comprehensive health plan options which require an employee co-pay.

Leave: Vacation accrual is based upon years of service. Forty hours of administrative leave are allocated at the beginning of each fiscal year. Sick leave accrues at the rate of eight hours per month. There are twelve annual paid holidays.

Miscellaneous: A city vehicle is available for city business during regular workdays. Reimbursement at the current IRS rate is provided for use of his/her personal vehicle when attending off-hour events. The City provides a \$200/month resource stipend.

Process: Required submittal materials: a cover letter, completed City application, and detailed resume listing specific employment responsibilities, duties, and reporting structure, as well as three professional references.

Additional city materials and resources may be found at www.tualatinoregon.gov. All applicants will be notified of the recruitment status by e-mail (preferred contact), telephone, or letter.

Further steps in the process may include, but are not limited to: interviews, assessment center participation, a site visit to the candidate's current employer, and a thorough and comprehensive background check. If you need accommodation in the recruitment process, please contact Human Resources at 503.691.3021 or 3022, TDD 503.692.0574, or email to sruthrauff@tualatin.gov

Submittal materials must be received by the recruitment January 31, 2022.

City of Tualatin
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The City of Tualatin is an equal opportunity employer.