



# THE CITY OF SAN ANTONIO SEEKS AN EXCEPTIONAL LEGAL ADMINISTRATOR WITH STRONG LEADERSHIP ABILITIES TO SERVE AS ITS NEXT...

## THE COMMUNITY

Located in South Central Texas, the City of San Antonio, Texas (population 1.32 million), is the seventh largest city in the United States and the second largest city in Texas. This beautiful community in Bexar County offers its residents one of the most attractive and affordable lifestyles in the country.

The City traces her roots to 1718 when Spanish missionaries and military men founded a mission along the San Antonio River that would become the Alamo and a garrisoned post that would give name to today's Military Plaza. The economy is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government and the convention and tourism industry. There is a major military presence with a number of Air Force facilities in the area and the Army's Fort Sam Houston. It is one of the top tourist destinations in the country, with the famed Riverwalk, the Alamo, SeaWorld of Texas, Six Flags Over Fiesta Texas, along with rich cultural offerings through museums and the symphony. Some of the best golfing offerings imaginable are available year round. The San Antonio Spurs, five-time National Basketball Association Champions, are well-loved by residents and visitors alike.

## CITY ATTORNEY

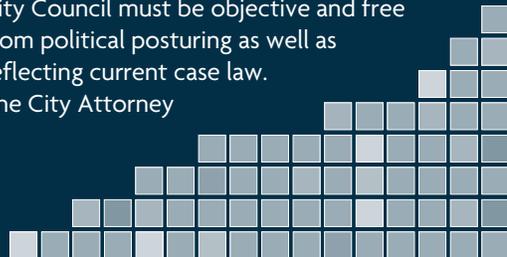
### CANDIDATE PROFILE

The City Attorney's position is that of a key and trusted advisor, with well-developed management, strategic planning, exceptional analytical and outstanding communications/presentation skills. He/she must demonstrate high energy and excellent public and media skills. This successful candidate will have a positive presence and be an individual who will command the respect of those in the public, the City Attorney's Office, the City's legal community. He/she must provide both direction and focus, but delegate authority appropriately. The person must understand and appreciate the critical relationship with the City Council with the ability to make and hold firm positions on potentially controversial administrative decisions, while affirming the staff's right to disagree. The successful candidate must be truly interested in building a strong team and dedicated to providing the citizens and employees of the City with the best possible legal services. He/she will create an environment that rewards constructive candor, yet addresses conflicts skillfully and productively. The City Attorney and legal staff will exhibit outstanding professional skills, with the ability to lead

and take strong action on initiatives while ensuring complete follow through. He/she must have knowledge of municipal laws and ordinances, as well as in-depth understanding of federal procedures and substantive law issues. The advice and actions from the legal department must always be based on the highest level of integrity and legal precedent.

The successful Candidate will be highly effective in both spoken and written communications and possess outstanding skills as a public speaker, presenting cases before judicial bodies and providing well-researched briefs and opinions, with the ability to state and explain his/her own position clearly. Besides being personable and approachable, the ideal candidate must be consistent in the presentation of information to City Council, Commissions and Boards, as well as to Department Heads and employees. The advice offered to City Council must be objective and free from political posturing as well as reflecting current case law.

The City Attorney





## THE COMMUNITY (Continued)

There are 16 independent school districts serving this area, as well as numerous post-secondary institutions including: the University of Texas at San Antonio, Texas A & M University San Antonio, the University of Texas Health Science Center at San Antonio, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University and the five campuses of the Alamo Colleges.

## THE ORGANIZATION

The City of San Antonio has a Council/Manager form of government with ten Council members elected from single-member geographic districts and a Mayor elected at-large. The City Council appoints the City Manager who appoints all officials in executive positions with the City with the exception of the City Clerk, Internal Auditor, Presiding Judge and Municipal Judges. The Executive Team consists of 32 Department Directors including the City Attorney, two Deputy City Managers, three Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. The City currently employs over 11,000. The City is proud of its financial status, it is the only City with a population of over a million with a "Triple A" General Obligation bond rating from all 3 rating agencies.

## CANDIDATE PROFILE (CONTINUED)

must provide a balanced presentation, complete with alternative courses of action and clear definition of the probable outcomes. Though the person holding this position will not serve as the primary spokesperson in labor negotiations, they must possess knowledge of labor law and understand the nuances of effective labor negotiation skills. The City Attorney must have the ability to promote the maintenance of civility between conflicting parties.

## POSITION AND ORGANIZATIONAL PROFILE

The City Attorney serves as the Chief Legal Executive and advisor for the City of San Antonio. The Attorney's Office provides all legal services for the City, including on-going advice to City Officials, department directors, elected officials and outside agencies. The City Attorney manages a law office and is responsible for a staff of 86 professional staff and a budget of \$9.6 million. The City Attorney is recommended by the City Manager and confirmed by the City Council, administratively reporting to the City Manager. The City Attorney assumes the following roles:

- ☑ Management responsibility for all Law Department services and activities including civil litigation, preparation of City ordinances, subsequent prosecution of ordinance violations, and preparation of resolutions and legal documents.
- ☑ Acts as the official legal departmental representative to other City Departments, the City Manager's office and City elected officials; explains, justifies and defends department

programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.

- ☑ Manages the development and implementation of legal department goals, objectives, policies, and priorities for each of the assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly, meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- ☑ Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of the Law Department; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of changes.
- ☑ Though the person holding this



## POSITION AND ORGANIZATIONAL PROFILE (CONTINUED)

position will not serve as the primary spokesperson in labor negotiations, they must possess thorough knowledge of labor law and understand the nuances of effective labor negotiation skills.

- ▣ Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of municipal law.

## CURRENT ISSUES

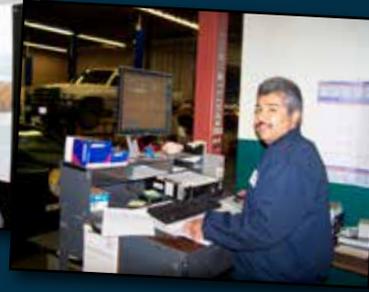
The following listing is representative of the challenges and opportunities the new City Attorney will deal with in the first twelve to eighteen months on the job and is not intended to be a comprehensive listing.

- ▣ **Leadership Transition** –The City Attorney role is a highly visible job that will require a positive presence, an individual who will command the respect of those in the Attorney's Office, the City's legal community, the public and media.
- ▣ **Public Safety Labor Issues** – While the City uses an outside counsel for labor negotiations, the City Attorney will be involved in the management of Fire and Police unions in order to represent the City's best interest and the City Manager's representation of the City.



## EDUCATION & EXPERIENCE

The position requires a Juris Doctorate degree from an accredited school of law, a license to practice law in Texas, and with at least ten (10) years of increasingly responsible professional experience in municipal or other government law, including six (6) years of administrative or supervisory responsibility. In addition to the required demonstrated competence in general areas of municipal law, direct experience in the following areas are considered desirable: corporate/private law practice; employee union-management relations and collective bargaining; employee pension/retiree health plans; contract law; civil/criminal litigation; environmental law (air quality/hazardous waste); open records; federal grants, including Community Development Block and housing grants; land development and economic development initiatives; and intergovernmental relations/lobbying.



## APPLICATION & SELECTION PROCESS

For more information please contact Andrea Battle Sims by calling 216.695.4776 or by visiting our website at [www.waters-company.recruitmenthome.com](http://www.waters-company.recruitmenthome.com). Candidates must submit their resume and cover letter on this website for full consideration. Mailed or emailed application materials will not be accepted. This position is open until filled; however, it is requested that candidates submit their applications by July 10, 2015. Resumes will be screened against criteria outlined in this brochure with recorded video interviews, and management assessment testing offered to select Candidates. The City will consider offering interviews to selected candidates in the mid-July time frame. These final interviews in San Antonio will be offered by the City to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

*The City of San Antonio is an Affirmative Action/Equal Opportunity Employer committed to nondiscrimination. Qualified Minorities/Females/Handicapped/Veterans are encouraged to apply.*

**Applicants selected as finalists for this position will be subject to a criminal history/credit/drivers license check prior to interview. Under Public Information statutes, information from your resumé may be subject to public disclosure.**



## COMPENSATION

The anticipated starting range salary is between \$150,000 - \$190,000, depending upon the experience and qualifications of the successful candidate. The City offers generous benefits including immediate membership in to the Texas Municipal Retirement System on date of employment. Employee Contribution is 6% and the City contributes 2 times the employee contribution. Employees become 100% vested after 5 years of service. The City offers two voluntary Section 457 Deferred Compensation programs to employees, supplemental retirement savings programs allowing employees to contribute a portion of their salary before federal taxes. The City offers two health care plan options including a Consumer Driven Health Plan that permits for a Health Saving Account, which the City provides a starting contribution. These plans offer employees a choice of deductible, co-insurance and co-payment levels. Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) time employee's annual salary. The City provides generous paid time off plans including vacation, sick leave and 13 paid holidays. The City will negotiate employment agreement and relocation assistance with the successful candidate.



14285 Midway Road  
Suite 340  
Addison, TX 75001

Phone: 972.481.1950  
Toll-free: 800.899.1669  
Fax: 972.481.1951

Springsted Incorporated  
380 Jackson Street  
Suite 200  
Saint Paul, MN 55101

Phone: 651.223.3000  
Fax: 651.223.3002

[waters-company.com](http://waters-company.com)

Helping

**PUBLIC & PRIVATE**

**SECTOR CLIENTS**

manage their HR needs

