

A dynamic and visionary legal advisor that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism is sought by the City of San Antonio for the position of:

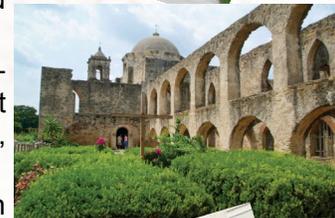
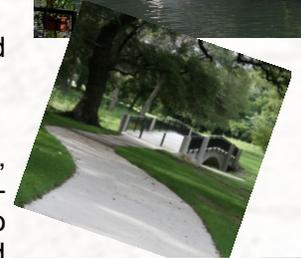
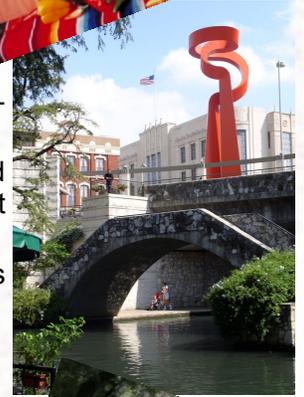
City Attorney



The Position

The City Attorney serves as chief legal advisor to the City Council, the City Manager and all City departments, offices and agencies, and represents the City in all legal proceedings. The City Attorney drafts ordinances acted upon by the City Council, and prepares all documents, contracts and legal instruments in which the City may have an interest, and performs such other duties as prescribed by Charter or by ordinance. The City Attorney is recommended by the City Manager and confirmed by the City Council. Administratively, the City Attorney reports to the City Manager.

- Assumes 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 official legal departmental representative to other City departments, 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.
- Renders legal opinions to the City Council, City Manager, City boards and commissions, and department staff as required; and conducts on-going legal research in connection with pertinent municipal legal issues.
- Oversees the analysis and review of legally-binding City contracts; and provides legal opinions and recommendations to ensure proper and effective City representation in such matters.
- Attends City Council meetings to provide legal counsel at the request of City Manager and City Council;
- Represents the City's interests before court and administrative proceedings as required; and prosecutes cases related to the Municipal Code.
- Represents the City in litigation involving its officials, employees, staff, or agents.
- Manages the development and implementation of legal department goals, objectives, policies, and priorities for each 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.
- Selects, motivates, and evaluates legal staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Manages and participates in the development and administration of the Law Department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Coordinates Law department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; and prepares and presents staff reports and other necessary communications.
- Responds to and resolves sensitive internal and external inquiries and complaints
- 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.
- Performs related duties and fulfills responsibilities as required.





Requirements by City Charter

- Must be a practicing, licensed attorney in good standing with the State Bar of Texas.
- Must have practiced law for a minimum of five (5) years immediately preceding appointment
- Must be a resident citizen within the City of San Antonio

Preferred Qualifications

The ideal candidate will have:

- Juris Doctorate Degree from an accredited law school.
- Ten (10) years of increasingly responsible professional experience in municipal or other government law, including six (6) years of administrative or supervisory responsibility.
- License to practice law in the Federal courts.
- Valid Class 'C' Texas Driver's License

Knowledge, Skills and Abilities

- Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and court decisions relating to municipal corporations.
- Knowledge of operational characteristics, services, and activities of a comprehensive municipal law program.
- Knowledge of principles and applications of civil, criminal, and administrative law, judicial procedures, and rules of evidence.
- Knowledge of methods of legal research and established precedents applicable to municipal activities.
- Knowledge of organization and management practices including principles of supervision, training and performance evaluation.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of organization, function, and authority of various City departments.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to communicate clearly and effectively, both verbally and in writing as well as ability to prepare and present clear and concise administrative financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
- Ability to present statements of law, fact, and argument clearly and logically.
- Ability to conduct research on complex legal problems and prepare sound legal opinions.
- Ability to analyze and prepare a wide variety of legal documents.
- Ability to interpret and apply legal principles and procedures.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.3 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges.

The Executive Team consists of 30 Department Directors, two Deputy City Managers, four Assistant City Managers, a Chief Financial Officer, and a Chief of Staff. There are over 11,000 City employees.

Compensation & Benefits

Offered salary will be between \$150,000 and \$225,000 dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Retirement – City of San Antonio employees automatically become members of 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.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Health Care – The City offers two health care plan options. These plans offer employees a choice of deductible, co-insurance and co-payment levels.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority. For example, an employee with ten years experience would receive 26 days of combined leave (Personal and Annual).

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

This position is open until filled.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.



The City of San Antonio is an Equal Opportunity Employer.