



RECRUITMENT
City Attorney

OPENING
March 27, 2018

CLOSING
April 15, 2018



CITY OF MILWAUKIE



COMMUNITY

Nestled along the banks of the Willamette River and steeped in a rich history, Milwaukie enjoys the comforts of a small town, as well as the benefits of its close location to Portland. The pioneering spirit and determination that inspired Milwaukie's founders is still felt today from the people that make up this unique city. Milwaukie strives to stay true to itself and the spirit of the community, even if that's unconventional at times, while upholding a strong sense of optimism that keeps everyone persistent in their pursuit for shared successes. Woven through the fabric of the community is the value placed on ingenuity. Milwaukie prizes creativity to get things done by finding innovative solutions, and residents embrace originality to find new ideas that better the community.

Together, these strengths have contributed to the recently-completed visioning process that received an outpouring of support from the community, and led Milwaukie to receive the 2017 Award for Public Involvement and Participation from the Oregon chapter of the American Planning Association. They can also be found in the city's robust and thriving business community. With more than 1,500 companies, including Blount International, Bob's Red Mill, Dark Horse Comics and Precision Castparts Corporation, Milwaukie is home to several of Oregon's largest and most iconic employers. These same values drive events in Milwaukie each year. The Umbrella Parade and Tree Lighting, Winter Solstice and Christmas Ships Party, Earth Day Clean-Up, Sunday Farmers Market, First Fridays, and neighborhood concerts combine creativity and positivity to help bring the community closer together.

Like the founders before them, the people of Milwaukie know the city is destined for great things, and all are welcome to join with the community as it forges its own path to success.

VISION

Milwaukie continues to focus on the future with an eye on establishing programs to support the goals of the community. Recently, the city saw the completion of a critical project phase at Milwaukie Bay Park, the creation of an urban renewal district and enterprise zone, and the adoption of the Safe Access for Everyone (SAFE) program to improve pedestrian and bicycle safety.

Currently, the city is engaged in a visioning process that will guide the development of a new comprehensive plan. It's also executing improvements to the library paid for by a voter-approved bond measure, received funding to complete two parks—Wichita Park and the Kronberg Park & Multi-Use Path, and actively involved with the city's industrial partners along McLoughlin Boulevard. As it looks to the future, Milwaukie is making good on its commitment to enhance sustainability practices by developing a climate action plan.

ORGANIZATION

The City of Milwaukie has a Council-Manager form of government. The five elected members—Mayor and four Councilors—represent the community while concentrating on policy issues responsive to the community’s needs. The Mayor and City Councilors are elected at-large and serve staggered four-year terms. City Council appoints the city manager, city attorney and municipal judge. Milwaukie employs about 140 full-time staff and works collaboratively with two unions.

The 2017-18 biennial budget of \$115 million is aligned with Council goals and the administration is committed to professionalism, efficiency and customer service.

The city operates its own police department, and municipal court, as well as its sewer and water utilities; provides street operations, planning, building inspections, public records, engineering, community development and library services.

Located in Clackamas County, the city regularly partners with county staff on a variety of programs and initiatives. Milwaukie is also located within the urban growth boundary of Metro, the tri-county urban services district based in Portland, and TriMet, the tri-county transportation district of Oregon. Clackamas Fire District #1 provides fire and emergency services for the city, and the North Clackamas Parks and Recreation District maintains Milwaukie’s parks while providing recreational services and programs.

POSITION

The city attorney is the chief legal counsel for the city government. The incumbent is appointed and serves at the pleasure of the City Council.

Responsibilities include providing legal services to the City Council, commissions, boards and committees, City Manager and other city staff. Work is performed under the direction of the City Council, who reviews performance through conferences, reports and observations of results obtained.





RESPONSIBILITIES

1. Advises City Council, commissions, boards and committees on matters coming before them in performance of their duties and relevant changes in the law.
2. Advises City Manager, city departments and staff on legal affairs of the city and other agencies, and the status of laws.
3. Attends City Council and Planning Commission meetings.
4. Drafts and reviews ordinances, codes, resolutions, contracts and orders for City Council.
5. Drafts and reviews contracts, agreements, letters and other legal documents for City Manager and city departments.
6. Represents the City of Milwaukie in litigation, appeals and administrative proceedings. Monitors and assists with legal proceedings handled by outside counsel.
7. Conducts legal research and prepares memoranda on a wide range of topics and concerns.
8. Represents the city and its boards, commissions, committees and officers on all legal matters including appeals of city decisions.
9. Represents the city in intergovernmental relations.
10. Assists in ensuring the city complies with state and federal election requirements.
11. Works with the Assistant City Manager to evaluate the impacts of state and federal legislation.
12. Advises on code enforcement activities.
13. Provides updates and training regarding legislation and recommends changes in city policies and practices to comply with federal, state and local laws.
14. Performs other duties of a similar nature or level on behalf of the city.

KNOWLEDGE

- Local government law, issues and practices related to municipal government functions, administrative law, land use and zoning law, real property law, torts, public contracts, public purchasing, public meetings, public records, election law, conflict of interest and ethics law as applicable to government entities.
- Methods of legal research.
- Court processes and procedures including the appellate level.

EDUCATION

Graduation from a fully accredited law school with a juris doctorate degree.

EXPERIENCE

At least five years legal experience including at least three years in the practice of municipal or local government law with emphasis in: land use, public meetings and records, public contracts and purchasing, and drafting or reviewing ordinances and resolutions.

OR

Any equivalent combination of education & experience

LICENSING

Must be a member in good standing of the Oregon State Bar; admission to practice law in the State of Oregon.

COMPENSATION & BENEFITS

Salary Range

\$110,864 - \$141,523

Oregon Public Employees Retirement System (PERS)—City pays both the employer and employee portion

Deferred Compensation Plan
with a city contribution of 2.5%

Generous medical, dental and vision plans

City-paid life and long-term disability plans

Flexible Spending and HRA VEBA Accounts

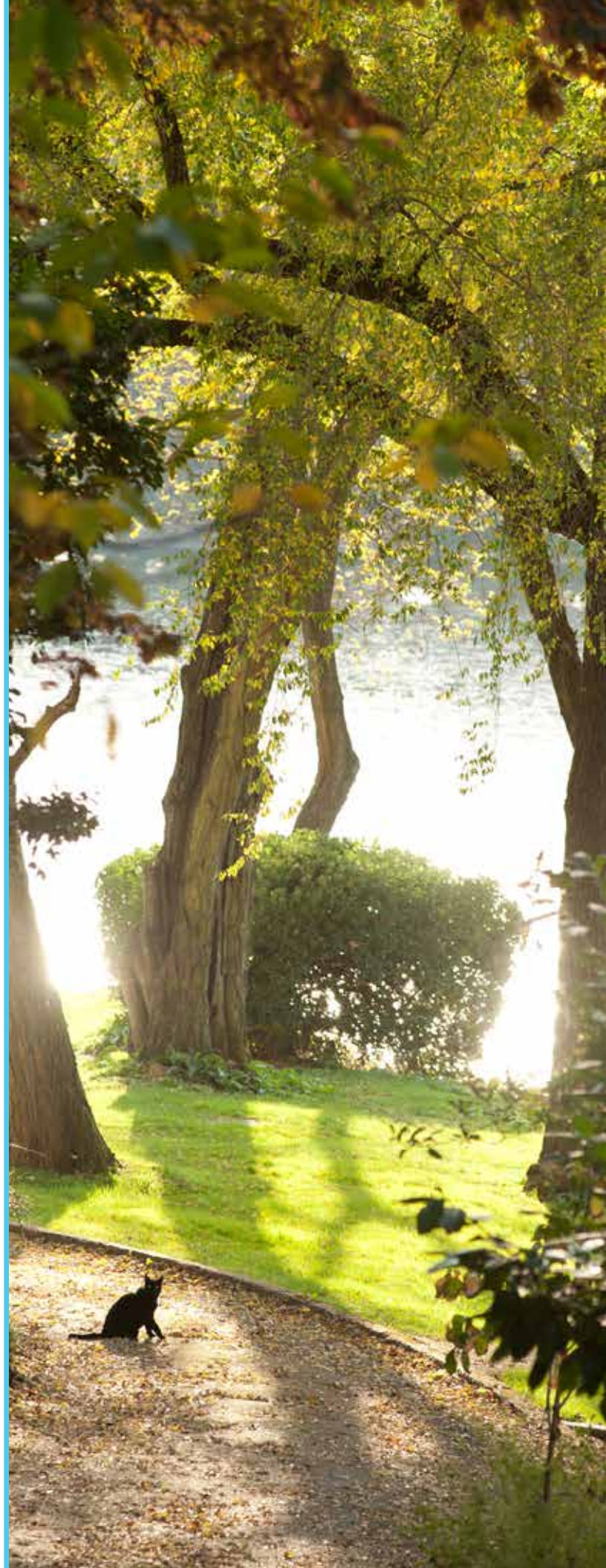
Supplemental life insurance

Vacation, management leave (96 hours), wellness days and sick leave programs

Professional employment agreement with severance

TO BE CONSIDERED

Visit milwaukieoregon.gov/jobs to apply online, or contact Julie Leicht, human resources assistant, at 503.786.7507 or leichtj@milwaukieoregon.gov.





The City of Milwaukie is an Equal Opportunity Employer and assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, national origin, age, sex, religious affiliation, marital status, mental or physical disability, gender, sexual orientation, veteran status or any other protected class under state and/or federal law with proper regard for their privacy and constitutional rights as citizens.