

City Attorney | City of Madison

Salary: \$130,255 to \$175,844 annually plus benefits

Open: February 6, 2020 | **Close:** March 1, 2020

About the Position

The City of Madison is searching for a legal expert with strong legal credentials, exceptional professional judgment, discretion, and communication skills, and a commitment to advancing racial equity and social justice to lead the Office of the City Attorney (OCA).

The Madison City Attorney is the chief legal officer of the City of Madison. State law directs the City Attorney to “conduct all the law business in which the City is interested.” As such, the City Attorney provides legal advice and representation at the highest levels of city government to: the Mayor, elected Alderpersons on the Madison Common Council, and the high-level Mayor-appointed heads of Madison’s departments and divisions. The City Attorney not only provides important legal services to protect the City of Madison, but also assists the public policy objectives of the City by using the law to advance those objectives. The City Attorney will lead and manage a government law office, including other attorneys and support staff. Strong leadership and management skills are an important part of the job of the City Attorney.

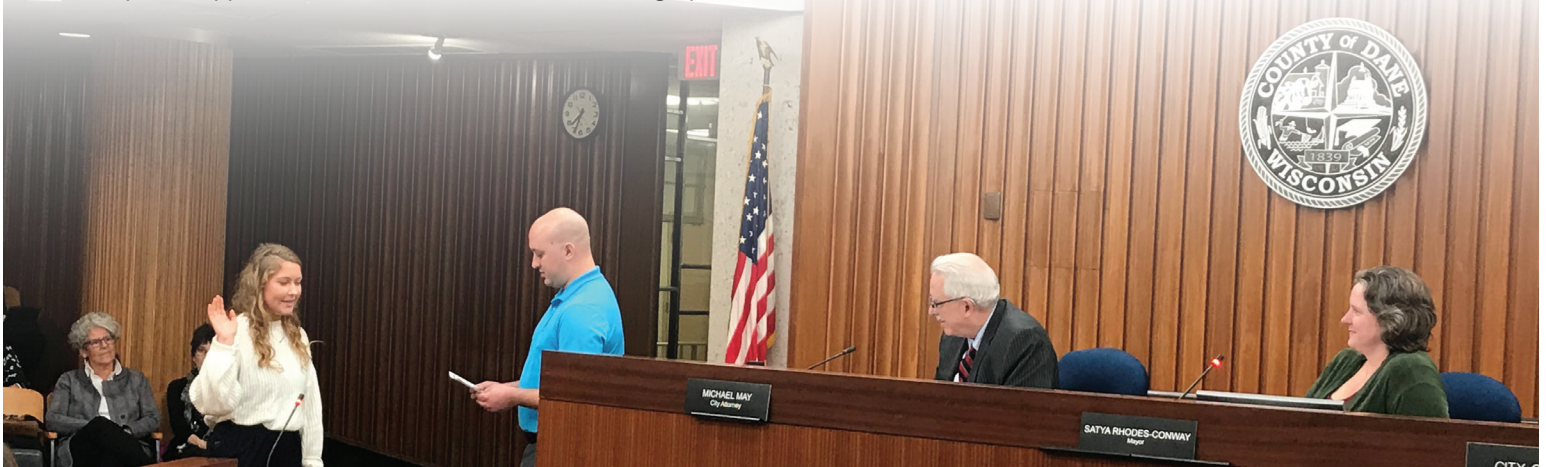
About Madison

Madison is consistently ranked as one of the best places to live in the country. Madison is the state capital of Wisconsin and is characterized by a booming economy and a world renowned research university along with more than 200 miles of bike paths and trails, a vibrant restaurant scene, and five beautiful lakes. But don’t just take our word for it:

- Top 10 Best Places to Live, Livability.com 2018
- Top 10 Best Small Cities in America, National Geographic Traveler 2018
- #1 Best City for an Active Lifestyle, Wallethub 2017
- #3 America’s Friendliest Cities, Travel & Leisure 2016
- #1 Fittest Cities in America, Fitbit 2016
- Top 10 Happiest Cities in the World, National Geographic 2015

The Ideal Candidate

- Ten (10) years of increasingly complex experience as an attorney, including experience in: settlements, trial work and legal research, preferably in a municipal setting or providing consultation and support to municipal clients.
- Two (2) years of experience supervising lower-level staff or equivalent leadership experience.
- Graduation from an accredited law school.
- Exceptional knowledge of local ordinances, State and Federal laws, constitutional provisions affecting municipal government operations and their effective integration.
- Demonstrated success in establishing and maintaining effective working relationships with internal and external stakeholders, such as elected officials, city officials and the public.
- A deep commitment to advancing principles of sustainability, racial equity, and social justice and a record of implementing them in the workplace.
- Experience in developing and overseeing budgets.
- Demonstrated experience with leading and managing process improvement. Experience and an understanding about the use of data as a vehicle for analyzing problems and developing appropriate solutions, and for measuring performance outcomes is strongly preferred.



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Immediate Responsibilities

- Attend meetings of the Common Council in order to answer legal and parliamentary procedure questions.
- Attend other meetings as directed by the Mayor or Council President, such as the Finance Committee and Common Council Executive Committee.
- Assume management and supervisory role as head of the Office of the City Attorney. Schedule employee engagement activities.
- Participate on the Mayor's management team.
- Assist in advising on and implementing changes arising out of Police Policy and Procedure studies.
- Take a leadership role in the City's Racial Equity and Social Justice Initiative (RESJI), including serving on the RESJI Strategy Team.

Long-Term Responsibilities

- Review and revise attorney assignments to various departments and legal subject areas.
- Issue formal legal opinions.
- Maintain the City's Code of Ordinances, Madison General Ordinances. Draft and review ordinances as requested by the Mayor and City Alderpersons; advise on legal issues raised by potential ordinances.
- Lead and participate in training on Robert's Rules of Order, Ethics Code, and Committee Procedures.
- Participate in and implement City's Performance Excellence Program and Results Madison.
- Manage outside legal counsel.
- Develop and execute the Operating Budget for the Office of the City Attorney.

Application Process

Applicants must apply for the position on the City's website at cityofmadison.com/jobs. Completed applications will include answers to the supplemental questions which must be attached to your electronic application and should also include a resume and cover letter. Applications must be received by March 1, 2020 to be considered.

