



CITY OF *Salem*
AT YOUR SERVICE
Oregon

ASSISTANT CITY ATTORNEY, II

\$94,390 - \$126,838

Plus Excellent Benefits

Apply by

February 8, 2021

(Interviews will be scheduled upon receipt of qualified applications)

Open Until Filled

PROTHMAN



WHY APPLY?



Salem is one of the most beautiful and livable areas of the Pacific Northwest. Located in the lush Willamette River valley in western Oregon, Salem is just an hour away from the Cascade mountains to

the east and the ocean beaches to the west. Salem offers year-round outdoor recreation, sports, music, theater, and arts, and is supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism.

Salem offers the right legal professional a challenging and rewarding career opportunity in an amazingly beautiful place to live!

THE COMMUNITY

Salem is Oregon's capital city, located in the mid-Willamette Valley. Salem covers over 49 square miles and is home to over 170,000 residents. The Salem/Keizer metropolitan area has a population of over 400,000. Salem is the employment and retail center for surrounding communities in Marion and Polk counties. Large employers include state and county government, Salem Hospital, Willamette University, and Salem-Keizer School District. Major industries include value-added agriculture, food processing, high-tech manufacturing, and light manufacturing.

Salem provides a great environment for families, with an excellent transportation system, health care services, and an award-winning K-12 school system. Salem has also been rated as the city with the most affordable homes in Oregon by [Oregonlive](http://Oregonlive.com). Over 13 public or private universities and colleges are located within a 70-mile radius, providing opportunities for both undergraduate and graduate degrees.

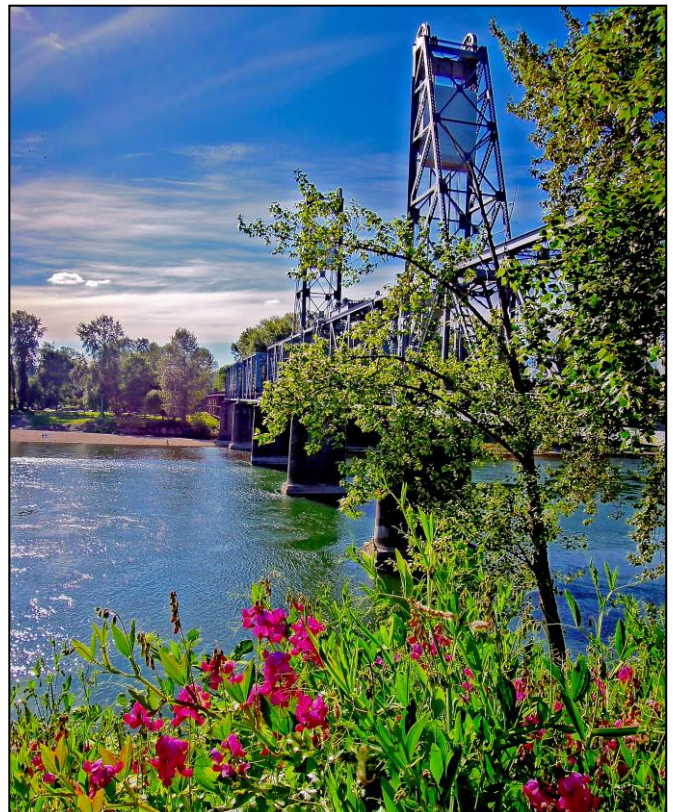
Salem has easy access to the Oregon coast, Oregon Cascades, and the Portland metropolitan area. In addition, Salem provides excellent outdoor, urban, cultural, and recreational activities. Salem residents have a strong culture of volunteerism and have a demonstrated commitment to community improvement.

THE CITY

Operating under the council/manager form of government, the Salem City Council is made up of eight unpaid City Councilors, each elected to represent one of Salem's wards, and a Mayor, who is elected at-large by voters throughout Salem. The City Manager is the administrative head of the city government and is responsible for managing its operations.

Salem has a dynamic and progressive city government, dedicated to exceptional service and teamwork. The City of Salem (City) operates with eight departments including Legal, Community Development and Library, Human Resources and Facilities, Information Technology, Fire, Police, Public Works, and Urban Development. All department directors are appointed by and serve at the pleasure of the City Manager.

The City maintains 25 distinct funds whose budgeted expenditures total \$671.4 million in the current fiscal year 2020-21. The all-funds budgeted number of full-time equivalent employees is 1,282 and there are five collective bargaining groups. Salem also has an Urban Renewal Agency and Housing Authority (separate budgeted entities), that are represented by the City Attorney.



THE DEPARTMENT & POSITION

The City of Salem's Legal Department provides comprehensive legal services to the City of Salem, Urban Renewal Agency, and Salem Housing Authority and maintains official records documenting the work of the City government. The Legal Department provides general counsel and civil litigation services to City departments and prosecutes misdemeanors under the City's code and State of Oregon traffic laws. Attorneys for the City prepare and review legal documents; provide legal advice and counsel to the organization; prosecute quality of life crimes affecting residents, neighborhoods, and businesses; and initiate litigation on the City's behalf and defend claims against the City in state and federal courts.

This Assistant City Attorney, II position will serve as one of the City's five general counsel attorneys. This position's primary responsibility will be to advise and represent the City on employment and labor law matters. The ideal candidate will have substantial knowledge and experience in labor and employment law in a public employer environment.

Candidates must have excellent communication and organizational skills and be intellectually nimble in order to address the broad scope and depth of the legal issues faced by the City. The ability to work in a team environment is essential, along with an understanding that the general counsel's role is to advise and assist the client in achieving the City's goals and objectives, while protecting the City from liability.



OPPORTUNITIES & CHALLENGES

1. This position will have the opportunity to advise and represent a progressive full-service city government in labor relations and employment matters.
2. The City of Salem has been at the forefront in addressing challenges relating to COVID-19, social justice, and diversity, equity, and inclusion. These issues affect the way the City serves the public, but also the employer-employee relationship. The successful candidate will have an opportunity to help the City create policies to implement progressive change within the City and address these important issues.
3. The City has instituted a broad work from home policy due to COVID-19. While this temporary policy will likely remain in effect indefinitely; the City has experienced the advantages in employee morale and productivity through allowing employees to work remotely and the City Attorney's office will continue to make remote work an option for employees.
4. The Assistant City Attorney, II will be primarily responsible for providing advice and high-quality legal work on labor and employment matters. The position will not be responsible for litigating employment matters, but may assist in preparing cases for trial, and may represent the City in labor arbitration.
5. While labor and employment will be the primary assignment, this position will have other secondary general counsel assignments.

EDUCATION & EXPERIENCE

A Juris Doctorate or equivalent degree from an accredited college or university of law is required, along with two (2) years of experience as a practicing attorney, with relevant experience representing public bodies.

The selected candidate must be a member in good standing with the Oregon State Bar and must pass a criminal background check necessary to obtain Criminal Justice Information System clearance and Law Enforcement Data System certification within 30 days of hire. Clearance must be maintained throughout employment. Experience in employment and labor law is preferred.

COMPENSATION & BENEFITS

- **\$94,390 - \$126,838 DOQ**
- Health, dental, vision insurance for employee and family available (City currently pays 95% of the fully insured equivalent premium)
- Oregon Public Employees Retirement System (City currently pays the 6% employee contribution)
- Vacation, Sick Leave, Paid Holidays, Administrative Leave
- Life Insurance & Long-term Disability
- 45 CLE credits every 3 years reimbursement
- Annual membership dues paid for Oregon State Bar and Marion County Bar Association

**For more information on the City,
please visit:
www.cityofsalem.net**



The City of Salem is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 8, 2021** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "City of Salem, OR – Assistant City Attorney II", and click "Apply Now", or click [here](#).



www.prothman.com

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