



# City of McMinnville

OREGON

**CITY ATTORNEY**

**\$110,232 - \$165,312**

*Plus Excellent Benefits*

*Apply by*

**November 20, 2022**

*(First Review, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



McMinnville is an easy-going, progressive city nestled in the heart of Oregon's Willamette Valley. The city's historic downtown has been recognized by the

American Planning Association as one of its prestigious Great Streets in America. McMinnville's central location means its nearly 35,000 residents aren't far from the scenic Oregon Coast, the State Capitol, the "Big City" of Portland, or the slopes of Mt. Hood. Home to world-class pinot noir, McMinnville attracts winemakers and food and wine tourists from around the globe. Whether it's a glass of pinot on Third Street or a bike ride through the Willamette Valley, there is always something fun to do in McMinnville.

There is an abundance of opportunities for families of all types in McMinnville. The local school district boasts a high school graduation rate of over 90% and there are plenty of opportunities for higher education at Chemeketa Community College or Linfield University, one of the nation's most respected small universities. Childcare is also available at a variety of privately managed daycare and preschool centers throughout the area, and the city also offers plenty of senior services through Yamhill County, NorthWest Senior & Disability Services, and the city-owned City of McMinnville Senior Center.



## THE CITY & DEPARTMENT

The City of McMinnville operates under the Council-Manager form of government with the Mayor, elected city-wide, and six Council members representing three different wards. In addition to the City Council, the City has numerous commissions and committees to help guide policy decisions related to topics such as diversity, equity, and inclusion, urban renewal, landscape review, and the municipal airport.

The City operates on a 2022 budget of \$137 million with 175 full-time employees in the following departments: Administration (City Manager's Office, Finance, Human Resources, Legal, Communications), Planning & Building, Parks & Recreation, Library, Police, Fire, Information Services, and Public Works (Engineering, Operations, Wastewater Services, and Municipal Airport).

McMinnville's City Attorney's office provides legal advice to the Mayor, City Council, Planning Commission, and all City departments, boards, and commissions. The office is responsible for prosecution of traffic and ordinance violations and misdemeanor offences in Municipal Court, as well as preparing all ordinances and resolutions for Council action, and maintaining city codes and assists with the administration of the Human Resource services, including collective bargaining.

## THE POSITION

The City Attorney is appointed by the City Council under Charter and receives general direction from the Mayor and City Council. Working closely with the City Manager and other department heads as part of the City's executive team, the City Attorney will provide general counsel to the Mayor and the City Council, and professional legal services for all aspects of City government. The new Attorney's ability to work effectively on a high-performing executive team as well as with a variety of cross-departmental and cross-functional teams is critical. The City Attorney will provide objective, timely, and cost-effective legal advice that supports the City's policy goals, organizational strategy, and ensures the City, its employees, and its elected officials all comply with the law. This position provides functional supervision for legal action involving the City, the interpretation and application of laws and ordinances affecting the City, and the preparation of legal documents and legal opinions for the City.

### Examples of Duties & Tasks:

- Advises the Mayor, City Council, City Manager, and department directors regarding complex legal issues and prepares legal opinions. Attends meetings of the City Council, Planning Commission, and other groups to provide legal advice and represent the interests of the City.
- Prepares all City ordinances and is responsible for ensuring that the City Code is current.
- Prepares, reviews, approves, interprets, and enforces all contracts for the City which include but are not limited to construction contracts, consultant contracts, land acquisition and property purchase or lease contracts, equipment purchase and lease contracts, special contracts, and labor contracts. Negotiates and approves all agreements for development projects, right-of-way agreements, and administers franchise agreements (e.g., GTE phone, cable television).
- Researches and interprets the application of laws, court decisions and other legal authorities for the preparation of cases, opinions, and briefs; represents the City in litigation and appeals in prosecuting claims and defending lawsuits.
- Oversees the legal aspects of the administrative process for land use ordinances; and the legal action required for effective code enforcement within the City.

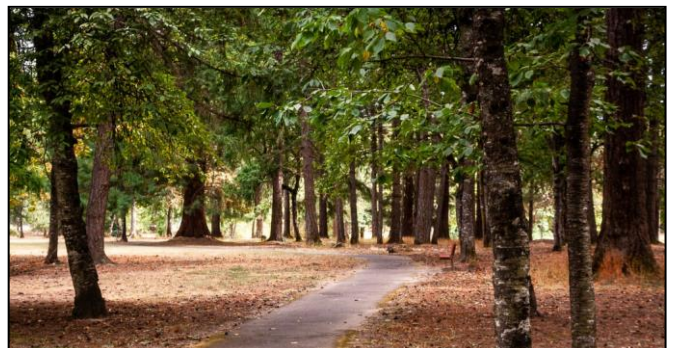
- Provides legal advice to managers regarding the City's application of federal and state employment laws; provides legal review and approval of City personnel policies and practices; and has overall responsibility for labor relations.
- May serve as legal counsel for the Planning Commission and provides legal advice and represents the interests of the City with respect to State and local land-use laws.
- Responds to inquiries and resolves complaints regarding City activities. Attends various community groups and professional organizational meetings to communicate City programs and policies.
- Administers contracts for outside legal counsel on behalf of the City.
- May serve as City Manager Pro-Tem in the absence of the City Manager.
- Maintains proficiency in municipal law through training, professional journals, and technology-based resources.
- Performs other duties as assigned.

### EDUCATION & EXPERIENCE

At least five (5) years' experience practicing as legal counsel for a public agency and a Juris Doctor degree. Local government experience as an in-house counsel in Oregon. Candidates must be a member of the Oregon State Bar Association or be able to obtain membership within a reasonable timeframe following position appointment.

**The City is looking for an experienced City Attorney who can advise the City on a variety of subjects, including but not limited to:**

Constitutional Law, Civil Rights, Labor law, Records management, Land Use Planning, Revenue and Taxation, Franchise Agreements, Tort Claims, Policing, Code Enforcement, Telecommunications, Construction Law, Civil Rights, and Fire, Rescue, and Emergency Services.



## COMPENSATION & BENEFITS

- **\$110,232 - \$165,312 DOQ**
- Medical, vision, and dental insurance through a variety of providers. The City funds 90% of the premiums, employees are responsible for 10%.
- Voluntary Employees' Beneficiary Association (HRA-VEBA) flexible spending account.
- Life and long-term disability insurance (city-paid and supplemental).
- Oregon PERS. Employees have the option to participate in deferred compensation plans through a 457(b) account and an IRA.
- A variety of paid leave options include vacation, sick, holidays, floating holidays, management leave, and bereavement leave.
- This position offers the opportunity to work a hybrid schedule with a mix of days in the office and remote work, if desired.
- This position is eligible for upfront vacation.
- The City will cover dues in professional associations related to this position and supports professional development through conferences and trainings.



**For more information on the  
City of McMinnville, please visit:  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)**

The City of McMinnville is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 20, 2022** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**City of McMinnville, OR – City Attorney**", and click "**Apply Online**", or click [here](#). If you are a veteran and wish to request veterans' preference credit, please attach a copy of your DD-214 to your application when applying.



**[www.prothman.com](http://www.prothman.com)**

371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
206.368.0050