



MADISON, CITY OF (WI)
invites applications for the position of:

City Attorney

SALARY: \$62.62 - \$84.54 Hourly
\$5,009.81 - \$6,763.23 Biweekly
\$10,854.58 - \$14,653.67 Monthly
\$130,255.00 - \$175,844.00 Annually

COMP. GROUP/RANGE: 21/23

JOB TYPE: PERMANENT FULL TIME

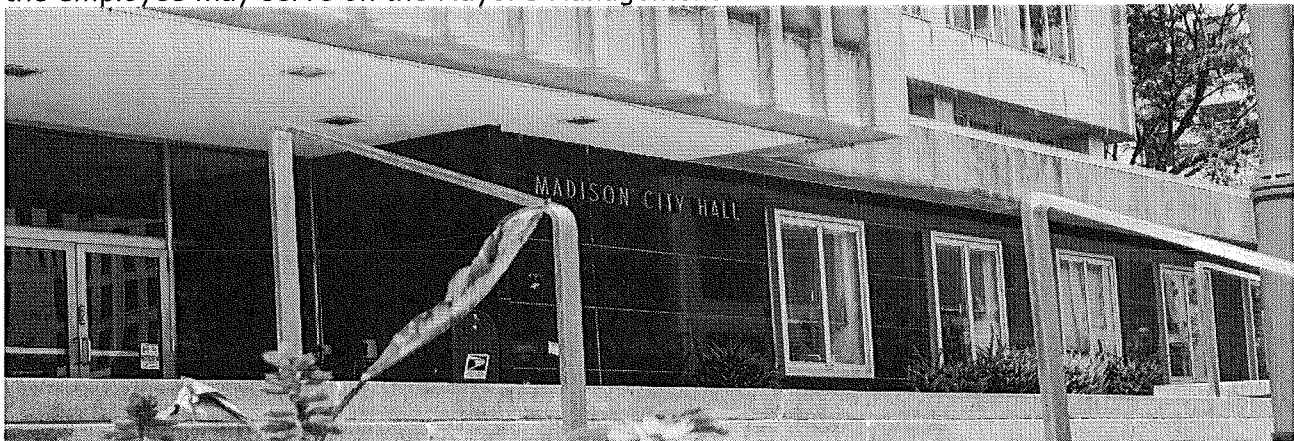
DEPARTMENT: City Attorney's Office

OPENING DATE: 02/06/20

CLOSING DATE: 03/01/20 11:59 PM

GENERAL DESCRIPTION:

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). This is highly responsible managerial, supervisory, and professional work in the administration of all legal services for the City of Madison. The work involves directing and providing legal consultation and legal services to: the Council; the Mayor; and all departments, divisions, committees, commissions, and boards of the City. This position manages the OCA and is responsible for the performance and/or supervision of all related managerial, budgetary, and administrative activities. Work also includes substantial involvement in economic development and City financing projects and activities, insurance and liability issues, contractual relations, application of federal, state and local laws, supervision of litigation, and management level problem-solving and policy development. The work is performed under the general direction of the Mayor, and the employee may serve on the Mayor's Management Team.





Please click [here](#) to find out more information regarding the City Attorney position.

Employment will be subject to a five-year employment contract negotiated by the Mayor and approved by the Common Council. A term of the contract requires residency in the City of Madison.

IMPORTANT: THERE ARE 3 SUPPLEMENTAL ESSAY QUESTIONS ON THE JOB POSTING. YOU MUST ATTACH YOUR ANSWERS IN THE ATTACHMENTS SECTION OF YOUR APPLICATION. YOU MUST ALSO ATTACH A COVER LETTER AND RESUME.

(To view the questions, click on the supplemental question tab OR view the bottom section of the job bulletin)

****APPLICATIONS RECEIVED WITHOUT ATTACHED ESSAY RESPONSES, COVER LETTER AND RESUME WILL BE ELIMINATED FROM CONSIDERATION.**

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Hire, train, assign and manage staff for the OCA. Develop and administer the OCA budget. Manage the operations of the OCA including the development and administration of office policies, support for city-wide goals around sustainability, racial equity, social justice, and performance excellence, and the general administration of the office.
- Plan, organize, direct and evaluate all activities of the staff of the OCA. Provide leadership and direct all activities of the legal staff in prosecuting and defending cases arising out of a violation of City ordinances and/or in which the City is involved as a party. Represent the interests of the City in all legal matters before any court or tribunal. Recommend, supervise and evaluate the services of outside counsel, as appropriate.
- Provide leadership in the development and codification of all legal opinions prepared by the OCA. Provide high-level expertise and/or provide leadership in consulting with and advising City officials in complex legal matters.
- Serve as official reviser of the Ordinances. Manage the development and codification of the City Ordinances. Manage the preparation of all resolutions, deeds, contracts and other legal documents, and/or review all such documents for appropriate form and legality. Pass upon titles.
- Oversee all proceedings relating to the issuance of general obligation and revenue bonds, the condemnation of lands and properties, and the annexation and/or acquisition of territory. Perform and/or oversee the legal and procedural aspects relating to economic development and City financing and other complex projects.
- Attend Common Council meetings and serve as general counsel and parliamentarian for the City of Madison.
- Carry out the duties and obligations of the City Attorney set out in Wis. Stat. sec. 62.09 (12), including that the City Attorney "shall conduct all the law business in which the city is interested."
- Serve on the Mayor's Management Team and participate in and/or lead other teams, committees and problem solving efforts.

- Demonstrate a commitment to the City's Racial Equity and Social Justice Initiative (RESJI). Participate in and help lead city-wide and agency efforts to further RESJI's mission of establishing racial equity and social justice as core principles in all decisions, policies and functions of the City of Madison.
- Ability to instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems.
- Ability to demonstrate and promote organizational values, in everyday work, to further the mission and vision of the City of Madison.
- Perform related work as required.

MINIMUM QUALIFICATIONS:

- 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 experience in supervising lower-level staff or equivalent leadership experience.
- Graduation from an accredited law school.

A complete list of the Knowledge, Skills and Abilities can be found on the [class specification](#).

SPECIAL REQUIREMENTS:

- Admission to the bar and licensed to practice law in the State of Wisconsin, or the ability to gain said credentials prior to Common Council confirmation of an employment contract.
- The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Physical Requirements:

Work is performed in a traditional office environment, using computers, telephones, and related equipment.

THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of their application in each selection process. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison places a strong emphasis on customer service and strives to provide a working environment where: Engagement and equity are supported; Diversity and differing opinions are valued; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmadison.com/jobs>

Position #2020-00039
CITY ATTORNEY
JT

215 Martin Luther King Jr., Blvd.
MMB Rm 261
MADISON, WI 53703
(608) 266-4615

hr@cityofmadison.com

City Attorney Supplemental Questionnaire

- * 1. PLEASE READ CAREFULLY--YOU WILL BE REQUIRED TO ANSWER THE FOLLOWING SUPPLEMENTAL QUESTIONS AS PART OF YOUR APPLICATION. You can answer the questions using a word processing program and attach as a .docx or .pdf file. You must attach the document in the "Attachments" section of the application or you will not receive further consideration for this position. Your responses will be evaluated on your writing ability including: spelling, grammar and your ability to express your thoughts in a logical fashion. By checking this box, you acknowledge the above and understand that your response is required and failure to attach your essay response will immediately eliminate you from consideration.
 AGREED
- * 2. Describe your experience in the practice of municipal law. Discuss the types of cases for which you were responsible and the specific courts before which you have appeared. If you have not worked for a municipal government, describe how you have obtained extensive knowledge of municipal law (which is required as a minimum qualification for this position) and a municipal topic area in which you have gained expertise.
 My one (1) page response to this essay is attached to my application.
- * 3. Describe your management and leadership experience. Include the management structure under which you worked, the number of employees in the agency and your role in the management structure. Describe your management style or philosophy, and your experience implementing racial equity in the workplace.
 My one (1) page response to this essay is attached to my application.
- * 4. In a large number of public policy areas, municipalities are preempted by the state or federal government. Describe any challenges you may have faced with regard to municipal preemption, and any ways you have attempted to work around it. If you have not worked in the area of municipal preemption, describe another situation where state or federal regulations restricted your client and how you dealt with the restrictions.
 My one (1) page response to this essay is attached to my application.
- * 5. I have attached a cover letter and resume to my application.
 Confirmed
- * Required Question