



City of McMinnville

OREGON

CITY ATTORNEY

\$114,624 - \$171,912

Plus Excellent Benefits

Apply by

July 23, 2023

(Open Until Filled. Applications Reviewed as Submitted.)

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 350 full-time employees in the following departments: Administration (City Manager's Office, Finance, Human Resources, Legal, Communications), Planning & Building, Parks & Recreation, Library, Police, 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 of McMinnville's City Attorney will provide general counsel to the Mayor and City Council and legal services for all aspects of City government. Working closely with the City Manager and other department heads as part of the City's executive team, the City Attorney provides 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 comply with the law.

McMinnville is currently looking for an attorney who can provide focused support for current and Daily City Planning initiatives, regularly occurring land use planning and annexations, administration of City contracts, coordinating work with outside counsel, development of City Ordinances and Policies, and Public Records Requests.

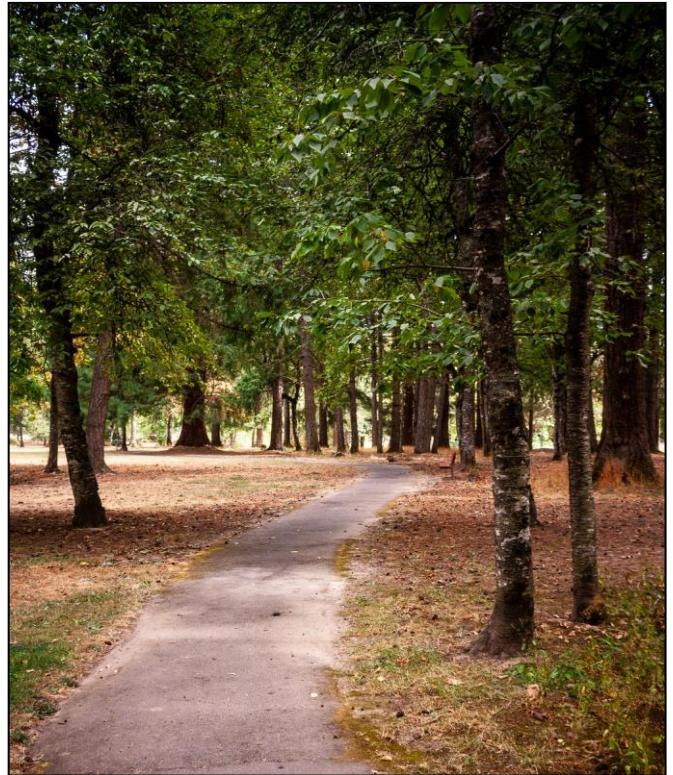
Ideally, the City Attorney will advise on a variety of subjects including, but not limited to, Constitutional law, Civil Rights, Labor law, Records Management, Land Use Planning, Revenue and Taxation, Franchise Agreements, Tort Claims, Policing, Code Enforcement, Telecommunications, Construction Law, and Civil Rights.

The City Attorney also be responsible for securing outside counsel for areas outside their own expertise. Currently, the City of McMinnville contracts with outside counsel on land use planning, prosecutorial services, and labor relations and employment. In addition to providing general counsel, the City Attorney will advise the City's elected officials and committee members in a variety of settings, including quasi-judicial proceedings, such as City Council meetings and committee meetings related to land use planning and the City's budget.

The City Attorney must be present at City Council meetings which occur on the second and fourth Tuesday of each month. There are also other Council obligations such as work sessions, retreats, or goal-setting meetings that may also occur during evenings or (very rarely) on weekends.

The City Attorney's Office also includes a part-time (approximately 20 hours/week) legal assistant, who the City Attorney will recruit shortly after hire.

To view the full City Attorney job description, [click here](#).



EDUCATION & EXPERIENCE

Ideally, candidates will have a Juris Doctor degree and at least five (5) years of experience practicing as legal counsel for a public agency, however, any combination of education and experience that demonstrates your ability to perform the duties of the position will be considered. The selected candidate must be a member in good standing of the Oregon State Bar Association or be able to obtain membership within a reasonable amount of time following appointment to the position.

The City of McMinnville is specifically looking for the next City Attorney to embody the following traits and attributes:

- Ability to provide clear and thoughtful legal advice.
- Awareness of changes to laws that impact the City's service delivery.
- Excellent communication skills with a variety of audiences.
- Experience in drafting and presenting legal opinions.
- Strategic problem-solver with the ability to research and understand multiple perspectives.
- Empathetic, kind, and responsive.
- Flexible, adaptable, and creative.

COMPENSATION & BENEFITS

- **\$114,624 - \$171,912 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 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.
- Hybrid work environment with the ability to work remotely approximately 40% of the time.

For more information on the
City of McMinnville, please visit:
www.mcminnvilleoregon.gov



The City of McMinnville is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 23, 2023** (Open until filled. Applications Reviewed as Submitted). Applications will only be accepted electronically. To **apply online**, go to 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

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