



Washington

CITY ATTORNEY

\$150,445 - \$179,792

**Excellent benefits plus 3% deferred compensation employer matching contributions,
and reimbursement up to \$10,000 in relocation expenses.**

Apply By

July 27, 2025

(First Review, Open Until Filled)

PROTHMAN



THE COMMUNITY



Located in one of the most spectacular and scenic areas of Washington State, the City of Port Angeles is situated on the northern edge of the Olympic Peninsula along the shore of the Strait of Juan de Fuca. The

Olympic Peninsula provides an unrivaled variety of natural attractions ranging from lush rainforests to rugged mountains, and vast ocean beaches.

Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture. Education options in the area are fantastic, with public schools consistently earning high rankings. The city is the home of Peninsula College, which offers both two and four-year degrees.

Port Angeles and the surrounding region offer incomparable recreation opportunities for year-round activity. Close by are hot springs, numerous rivers, beaches, and parks, the Olympic National Park, and the Olympic Discovery Trail, which is one of the longest trail systems in the U.S.

Port Angeles is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. Residents enjoy a mild, coastal climate with daytime temperatures ranging from 40° in the winter to 70° in the summer. Average rainfall is less than 25 inches per year.

To learn more about the community of Port Angeles, please visit www.cityofpa.us and www.visitportangeles.com.

THE CITY

As one of the few full-service cities in Washington State, Port Angeles provides a wide array of municipal services such as police, fire, public works, parks, utilities, and planning to its 20,240 residents. Additionally, Port Angeles provides regional services such as water, sewer, emergency dispatch and solid waste to surrounding communities.

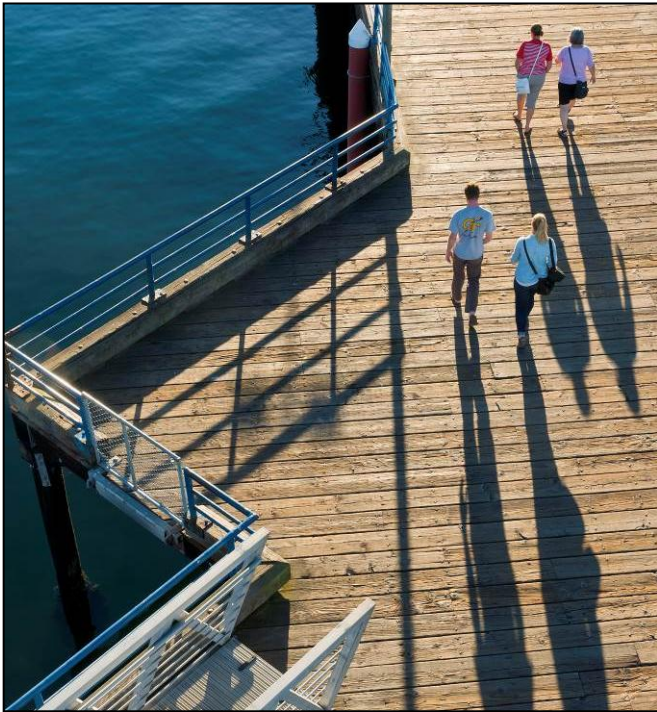
THE POSITION

Under the administrative direction of the City Manager, the City Attorney leads a team of four, including themselves, and represents and advises the City Council, City Manager, department heads, boards and commissions, and other City employees on legal matters pertaining to municipal government, civil litigation, and misdemeanor prosecution. This position must have a good working knowledge of a variety of legal subjects including land use and environment, public utilities, water rights, employment, labor, contracts, property, tort liability, and general municipal law.

Core Functions:

- Attend various meetings as needed, including City Council meetings, Utility Advisory Committee meetings, Planning Commission meetings, and meetings of other City boards and committees.
- Provides legal opinions and advice on a variety of municipal services and functions.
- Prepares or reviews ordinances, resolutions, contracts and other legal documents for the City.
- Represents and advises the City Council, City Manager, department heads and employees in legal matters pertaining to municipal activities and functions of their offices or positions.
- Represents the City in district, superior and appeals courts and in other legal proceedings in which the City is involved.
- Supervises subordinate professional, technical and clerical staff.
- Prepares the operating budget for the City Attorney's Office.
- Provides management oversight for misdemeanor prosecutions.
- Oversees multiple outside legal service contracts.





OPPORTUNITIES & CHALLENGES

➤ The Legal Department thrives with an open, informal environment where everyone is expected to provide their own perspective on issues, where dialog and debate are encouraged, and where all staff have an opportunity to review and provide suggestions for improving documents and recommendations that come from the department. Once a decision is reached, the expectation is that all team members are "on-board and support the decision." The new City Attorney will be expected to continue to foster this inclusive culture by supporting open debate, encouraging staff input, and uniting the team behind final decisions with a shared sense of purpose and professionalism.

➤ The City Attorney will play a key leadership role in advancing a broad range of both time-sensitive and long-term priorities. These include the ongoing clean-up of Port Angeles Harbor; contract negotiations for legal, jail and prosecutorial services; interlocal agreements with Clallam County and neighboring cities; finalizing the update of the City's municipal code; enhancing code-enforcement approaches; negotiating franchise agreements; managing the City's real-estate portfolio and collaborating with the HR team on contract and union negotiations, and risk management issues. This approach will require a commitment to ongoing accessibility and a dedication to the prioritization of internal customer service.

THE IDEAL CANDIDATE

Required Education & Experience:

- Graduation from accredited four-year college and accredited law school, admission to practice law in the State of Washington, and membership in the Washington State Bar Association.
- Five (5) years of combined experience as a city attorney, assistant city attorney, deputy prosecuting attorney and/or other law practice, of which at least two years is in municipal law.
- Possession of a valid Washington State driver's license at the time of appointment or the ability to obtain one within thirty (30) days and a driving record acceptable to the City's Risk Manager.

Necessary Knowledge, Skills, and Abilities:

- The ideal candidate will have a strong legal mind with the ability to manage a wide range of complex issues and concurrent projects.
- Demonstrated accessibility and commitment to exceptional customer service.
- A collaborative and flexible approach, a respect for diverse perspectives, and a sense of humor.
- A well-rounded legal background, ideally with experience in both the public and private sectors.
- Proven ability to take initiative and adapt to new challenges as they arise.
- Strong organizational skills with the ability to delegate effectively, set clear expectations, and balance competing priorities.
- Skilled in creative problem-solving and offering innovative, practical solutions to complex legal matters.
- Capable of providing logical, strategic, and rational legal guidance to the City Manager and Council on high-level issues.
- Deep understanding of municipal law, including the Washington State Open Public Meetings Act and public records management.
- Experience in responding to public records requests and ensuring compliance with applicable laws and regulations.



COMPENSATION & BENEFITS

- **Salary: \$150,445 - \$179,792 DOQ**
- **Up to 3% deferred compensation employer matching contributions, and reimbursement up to \$10,000 in relocation expenses.**
- 13 paid holidays
- General leave bank
- Medical insurance (12.5% employee paid premium)
- Employer contribution to Health Savings Account (HSA)
- Dental & Vision insurance
- Health Care Offset
- Employee Assistance Program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Washington State Retirement System (PERS)
- 40 hours of management overtime given at the time of hire.



To learn more about the City of Port Angeles, please visit:

www.cityofpa.us

The City of Port Angeles is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **July 27, 2025**. This position is open until filled. Applications will be 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 Port Angeles, WA – City Attorney**" and click "**Apply Online**," or click [here](#).

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www.prothman.com

206.368.0050