



WASHINGTON

## CITY ATTORNEY

**\$160,000 - \$210,000**

*Plus Excellent Benefits*

Apply by  
**November 23, 2025**  
*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Situated between the pristine and iconic Columbia and Snake Rivers in southeastern Washington, Pasco is a vibrant and growing community that enjoys 300 days of sunshine a year. The exceptional climate, combined with the area's inviting waterways, enables residents and visitors alike to enjoy a multitude of outdoor activities from water sports and golf to wine touring and outdoor hiking.

The City is highly regarded in the community for its organizational integrity and for the quality of services provided. The City has healthy reserves but is looking to mitigate cost of service increases and stagnation of revenue like any other local government with a dedicated team of employees, and a City Council that is focused on immediate impact while upholding the commitment to high-quality, sustainable City services.

## THE COMMUNITY

Pasco is a thriving community of 82,000 that has seen tremendous growth in the past two decades, while maintaining its sense of community and focus on public safety. Aesthetic and recreational charisma surrounded by natural beauty makes this high desert community, which is rich in agriculture, a popular recreation destination. The City has put an emphasis on inclusion and enjoys a culturally diverse array of entertainment, food, arts, music, and community events.

Rapid population growth between 2011 and 2016 positioned Pasco among the fastest-growing communities in Washington, fueling significant expansion in retail and tourism sectors.



Pasco, along with the neighboring cities of Richland and Kennewick, comprise the Tri-Cities metropolitan area with a population of over 308,000; the third largest, and fastest growing metro area in the state. While the three cities are close neighbors and coordinate on multiple municipal services, each has its own distinct character. Pasco is just a few hours' drive from the major urban centers of Seattle, Spokane, and Portland. The Tri-Cities Airport, located in Pasco, provides direct flights to Seattle, Denver, Salt Lake City, Las Vegas, Los Angeles, Chicago, Minneapolis, Phoenix, and San Francisco.

The Tri-Cities offers breathtaking parks, vibrant downtowns, upscale dining and retail, art galleries, antique shops, and a variety of entertainment venues. Residents and visitors enjoy endless recreational opportunities, including water sports, fishing, biking, hunting, skiing and more. Golf is one of the most popular sports enjoyed year-round with over ten premier courses. The massive Columbia River features many waterfront parks, trails, and easy river access.

The Tri-Cities is a sports minded community, providing many public athletic facilities and is home to two professional sports teams: Tri-City Dust Devils, a professional High A affiliate of the Los Angeles Angels, call Pasco's GESA Stadium home and the Tri-City Americans WHL Ice Hockey, are based in the neighboring city of Kennewick. Pasco has its share of fine sports venues in the mix, boasting an award-winning and state-of-the-art six-field softball complex and a world class, 15-field soccer facility.

The region is also home to over 160 wineries and is known as the "Heart of Washington Wine Country," producing some of the finest wines in the world.

## THE CITY

Incorporated in 1891, the City of Pasco is a full-service city with 440 FTEs. The City operates under a biennial 2025-2026 budget totaling \$521,712,849, which includes construction costs, for major planned capital improvements. The City Departments include Parks and Recreation, City Manager's Office, Community and Economic Development, Finance, Fire, IT, Municipal Court, Police, and Public Works.

Pasco operates under the Council-Manager form of government with the seven-member City Council each serving overlapping, four-year terms. Six Council members each represent a district, while one is elected at-large. The City Manager is responsible for the day-to-day administration of city business, implementation of Council policies and establishment of operating policies and processes.



## THE DEPARTMENT

The City Attorney's Office is a newly established department created to provide comprehensive, in-house legal counsel for the City of Pasco. Historically, the City has contracted legal services through a private law firm. In 2024, the City Council directed the creation of an internal legal department to improve accessibility, consistency, and strategic coordination of legal services. Operating with an approved biennial budget of \$800,000, the department will initially include three full-time positions to include a City Attorney, an Assistant or Deputy City Attorney, and an Administrative Support role. The office will advise the City Council, City Manager, and all departments on legal matters, including contracts, land use, public records, and policy compliance. In addition, the department will oversee litigation management, coordinate with outside counsel as needed, and play a key role in risk mitigation.



## THE POSITION

Under the administrative direction of the City Manager, the City Attorney serves as the City's chief legal officer and legal advisor to the City Council, City Manager, departments, and appointed boards and commissions. This position is responsible for delivering comprehensive in-house legal services with a focus on municipal matters. The City Attorney does not oversee prosecution, which is provided through external contracts.

The City Attorney leads the Legal Department and manages a team of legal professionals and administrative staff, providing legal advice, litigation oversight, legislative support, risk mitigation, and strategic counsel to support City operations, policy development, and public governance. As a member of the City's senior leadership team, the City Attorney participates in strategic planning and collaborates across departments to advance organizational priorities.



## OPPORTUNITIES & PRIORITIES

### Establish a New Legal Department

The incoming City Attorney will have the unique opportunity to build the City's first in-house legal office from the ground up. This includes developing internal processes, recruiting and mentoring staff, and setting the tone for a department that delivers efficient, high-quality legal services.

### Building Confidence and Collaboration

Earning the confidence of the City Council and City Manager will be an immediate priority. The City Attorney will need to establish strong relationships based on trust, transparency, and sound legal judgment while serving as a reliable advisor to elected officials, department heads, and staff.

### Implementing New Technology

Currently, many legal and document processes are manually done at the City. The City Attorney will be expected to introduce technology solutions, such as case management and document-tracking systems, to improve efficiency, risk management, and accessibility of legal information across departments.

### Shaping the City's Long-Term Legal Strategy

As the City transitions to an in-house legal model, the City Attorney will take the lead in reviewing and organizing ongoing legal matters, developing effective strategies for resolution, and establishing proactive systems for long-term legal management and compliance.



## IDEAL CANDIDATE

### Education and Experience:

A Juris Doctorate from an accredited law school, and admission to the Washington State Bar and license to practice law in Washington is required. Candidates must have a minimum of seven (7) years of progressively responsible legal experience, with at least three (3) years in municipal or local government law.

The ideal candidate will have at least ten (10) years of progressively responsible experience in municipal, administrative, or public-sector law, with demonstrated expertise in land use, public contracting, employment law, and civil litigation. Supervisory or management experience within a legal office is preferred. Experience working in a Council-Manager form of government, along with expert knowledge of Washington State's Open Public Meetings Act (OPMA), Public Records Act (PRA), and relevant RCWs governing local government, is highly desirable.

### Necessary Knowledge, Skills, and Abilities:

- Extensive knowledge of public sector and municipal law, including constitutional, tort, administrative, labor, and environmental law.
- The ability to advise the City Council, City Manager, and staff with clarity and diplomacy on complex legal and procedural matters.
- Strong working knowledge of Roberts Rules of Order, municipal codes, and public meeting procedures.
- Demonstrated expertise in risk management, insurance principles, and litigation oversight, with the ability to anticipate and mitigate organizational risk.
- Skilled in contract review, land use law, and public disclosure requirements, with a solid understanding of state and local regulatory frameworks.
- Exceptional analytical ability to assess complex legal problems and develop sound, practical solutions aligned with City policies and objectives.
- Proficiency with CRM and case management systems, and the ability to modernize operations through technology and data-driven practices.
- Strong leadership, negotiation, and interpersonal skills, with the ability to foster collaboration and trust among elected officials, staff, and external stakeholders.

**Continued Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills, including the ability to translate legal concepts for non-legal audiences and represent the City effectively in meetings and public forums.
- An approachable, collaborative, and mentoring leadership style that promotes a positive, professional, and supportive work culture.
- The ability to build and lead a new legal team, including the recruitment and supervision of para-legal and administrative staff.
- A curious and engaged mindset, with a genuine interest in understanding City operations to provide proactive and practical legal guidance.
- High professional and ethical standards, integrity, and a demonstrated commitment to public service.



**For more information on the City of Pasco and the local community, please visit:**

[www.pasco-wa.gov](http://www.pasco-wa.gov)  
[www.visittri-cities.com](http://www.visittri-cities.com)  
[www.pascochamber.org](http://www.pascochamber.org)

**COMPENSATION & BENEFITS**

- **\$160,000 - \$210,000 DOQ**
- Medical, dental and vision insurance at a low monthly premium, with one rate for employee and dependents in 2025. In 2026, the City will be moving to a Tiered Rate plan.
- \$100,000 life insurance/AD&D.
- Supplemental life insurance/AD&D coverage available for employees and dependents for low premiums.
- 24 days' vacation.
- Generous sick leave accrual.
- 11 paid holidays per year.
- WA PERS.
- Mission Square deferred compensation plan (4% employer pre-tax contribution and Roth option available).
- Employee Assistance Program.
- Tuition assistance.
- Hybrid Work Option
- Relocation Assistance
- Flexible Spending Plan (pre-tax deduction for medical/dental and childcare).
- HRA VEBA – 2% salary deferral.
- Guardian Long-Term Disability Insurance.
- Aflac Insurance.
- Flexible schedule.
- Discounted Lifetime Fitness gym membership.
- Vehicle allowance.

To view the City's detailed benefits provided, please view the attachment found [here](#).

The City of Pasco is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **November 23, 2025** (first review, open until filled). Applications, resumes, cover letters, and supplemental questions will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Pasco, WA – City Attorney**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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

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