



To: Mayor & City Council
From: Bethany Ballou, Director of Human Resources
Date: March 10, 2025
Subject: Amendments to City Attorney job description

The City Attorney has submitted his intent to retire in September 2026. The City Council supervises this position and will have responsibility for hiring a new City Attorney. The Human Resources staff has drafted a sample recruitment plan that outlines the timeline and elements for this recruitment. This draft plan is modeled after recruitment plans for department director positions across the organization and includes a detailed schedule for a two-day, on-site candidate experience with recommendations for:

- Participants
- Tours
- Public interaction
- City Council interaction
- Employee involvement

The plan includes information on next steps following the on-site experience, including reference checks, salary recommendations, and the offer process. If Council chooses to move forward with the proposed plan, the City Attorney position will be advertised in May with an anticipated start date for the City Attorney in September.

When an employee's departure creates a vacancy in a position, it is customary to review the existing job description and determine if updates are necessary. The City Attorney job description has been reviewed with input from the current City Attorney and Human Resources. While the education and experience requirements, working conditions, physical requirements, and examples of essential work are largely unchanged, a few minor changes have been suggested to reflect current expectations for the role.

These changes included: 1) removal of the residency requirement, 2) removal of the word "may" when it comes to assisting and monitoring outside counsel, 3) addition of construction law experience as a preferred qualification, 4) change

from "exposure to contract law" to "one year of experience in contract law" in the minimum requirements, and 5) formatting changes that create a new paragraph focused on the management of people.

It should be noted that a job description is designed to be broad in nature, covering a wide array of possible work. It should not include specific assignments, software, and tasks, as including this level of detail could rule out qualified candidates and could limit the Council's ability to assign related but unmentioned assignments in the future.

ATTACHMENT(S):

[City Attorney Job Description 0226.pdf](#)

[Recruitment Plan for City Attorney.pdf](#)