



**CITY OF NEWPORT
CITY ATTORNEY**

CITY ATTORNEY - The City of Newport, Oregon is seeking a highly ethical, principled, and talented City Attorney with a strong background in municipal law.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum of three years' of increasingly responsible experience in the practice of municipal law, and a Juris Doctorate from an accredited college or university. Experience working in an Oregon municipality or an Oregon municipal law firm is desirable.

Advanced knowledge of and experience with: Operational characteristics, services, and activities of a public legal office; Principles of civil, constitutional, and administrative law; Judicial procedures and rules of evidence; Principles, materials, and methods of legal research; Legal precedents and court decisions impacting municipal government; Statutes and codes applicable to civil proceedings; Duties, power, limitations, and authorities of a City Attorney; Pertinent federal, state, and local laws, codes, and regulations.

Ability to: Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems; Provide sound legal advice and counsel; Draft legal documents such as ordinances, resolutions, statutes, and contracts; Present statements of fact, law, and argument in a clear and logical manner in written and verbal form; Use a wide variety of legal research methods; Effectively represent city policies with citizens, organizations, other government agencies, City Council, and staff; Analyze problems, identify alternative solutions, project consequences of proposed actions and assist with implementation of recommendations in support of goals; Communicate clearly and concisely both verbally and in writing; Establish and maintain effective working relationships with the City Council, City Manager, staff, various boards and committees, and the public.

Skill in the use of personal computers, various related software programs, and standard office equipment.

The city is advertising for both an employee (full or part-time City Attorney), and accepting proposals (through a separate RFP process) for contracted legal services. The city has no preference regarding arrangements for legal services, but wishes to provide options for potential employees and/or contractors.

The process timetable is:

Deadline for Applications	August 15, 2014 - 3:00 P.M., PDT
City Council Receipt of Materials	August 21, 2014
City Council Review and Selection Of Interviewees, if any	August 25, 2014 - Noon
City Council and Department Head Interviews with Applicants, if any	September 4, 2014 - 9:00 A.M.

Applicants should send letters of interest, resumes, city application forms, and three professional references to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon, 97365. All applicants should clearly identify, in the letter of interest, how they meet the minimum education and experience requirements, and whether the application is for a full-time or part-time position. Applicants should also indicate in the letter of interest which specific areas of municipal law in which they have the experience as described in Exhibit C (Estimated Annual Proportion of City Attorney Time by Work Area). The city application forms, along with Exhibits A, B, and C are available at www.newportoregon.gov. For inquiries, contact Peggy Hawker, at p.hawker@newportoregon.gov. Application deadline is August 15, 2014, 3:00 P.M., PDT. The City of Newport is an EEO employer and veteran's preference provider.

EXHIBIT C

ESTIMATED ANNUAL PROPORTION OF CITY ATTORNEY TIME BY WORK AREA

ANNEXATIONS	3%
FINANCE	8%
CODE ENFORCEMENT AND PROSECUTIONS	5%
ETHICS	3%
LAND USE	26%
PROPERTY TRANSACTIONS	9%
PARKS DEPARTMENT	2%
PERSONNEL	15%
PUBLIC WORKS CONTRACTING (INCLUDING WATER, SEWERS, STORM DRAINAGE, STREETS)	15%
URBAN RENEWAL MATTERS	3%
LIBRARY	1%
MISCELLANEOUS	10%

Note: The amount of time spent in the work areas can vary substantially from year to year.