



CITY ATTORNEY



The City of Duluth Attorney's Office is committed to providing excellent legal services, advice and representation to the City, its officials and staff, advocating for justice and safeguarding the interests of the public in the criminal justice system, and honoring the highest principles of the legal profession.



The Position

The City Attorney is a member of the City of Duluth's leadership team - serving as the legal advisor to the Mayor, City Council and the officers of the city. The City Attorney prosecutes all suits for - and defends all suits brought against - the city and prosecutes all persons accused of any violation of city ordinances.

The City Attorney position has three critical functions at the City. The City Attorney (1) acts as an internal service consultant and advisor to the Mayor, leadership team, the City Council and other City staff, (2) provides executive-level leadership, management, and day-to-day administration of the City Attorney's Office, and (3) assists the Chief Administrative Officer with managing the legal aspects related to top policy objectives and initiatives of the City Council. The City Attorney is the primary individual who, working with the Chief Administrative Officer and other leadership team members, ensures that details are legally accurate and relevant for those projects and presentations placed before the City Council for consideration.

This is an appointed position that reports directly to the Mayor. The City Attorney manages staff in two divisions, Criminal and Civil, consisting of the following positions: Deputy City Attorney, Chief Prosecutor, Assistant City Attorneys, City Investigator & Claims Agent, Paralegals, and Victim Services Coordinator.

The Ideal Candidate

The ideal candidate will have experience as a manager, the ability to lead staff in a common goal and mission, and the ability to work with a team – inside the department and throughout the city. Additional requirements include outstanding verbal and written communication skills. The position requires an individual who also possesses a willingness to identify problems and demonstrates the flexibility to address changes in the law in a timely and effective manner.

As a leader and mentor who is dedicated to excellence, the City Attorney will be a thoughtful advisor who anticipates problems and looks for innovative ways to solve problems and who sees their role as being an important part of the City's leadership team, as well as a protector of the City, elected officials and City staff.

The successful candidate must display a confident personal image and level of sophistication that will allow them to effectively serve in a variety of social and political settings. The new City Attorney will possess a balance of assertiveness and diplomacy, be a good listener, fair-minded, and be willing to discuss various matters candidly. This position requires a person capable of operating with significant independence and initiative, while being adept at innovative problem-solving. This is a position of public trust; personal integrity and ethics must be beyond reproach.

What we are looking for.

The Community

The City of Duluth is a major port city in Minnesota and serves as the county seat of Saint Louis County. Duluth has a population of 86,293 and is the fourth largest city in Minnesota. After years of building economic diversity, Duluth is growing into a robust regional economic, medical, aviation, higher education, outdoor recreation and arts center. Duluth has long been recognized as an innovative region that is supported by a wide variety of services and industries, including the largest, farthest inland freshwater port, the Port of Duluth-Superior.

With 100,000 acres of green space alongside the shores of Lake Superior, Duluth embraces its four seasons with pride. Our waterfront location makes Duluth a premier destination for recreation and entertainment, with miles of water, beach and trails for water skiing, boating, fishing, and other adventure activities. Voted Outside Magazine's Best Town in 2014, Duluth has world class hiking, cross-country skiing, and mountain biking trails, all within city limits.

The city also boasts a vibrant arts culture, home to art museums, theater, and numerous festivals throughout the year. It is the home of two colleges and a university whose local sports teams include nationally ranked and championship teams.

Compensation & Benefits

The annual salary for this position is dependent upon the background and qualifications of the successful candidate.

The City of Duluth offers an excellent benefits program that includes, but is not limited to:

Work Schedule

Typical work schedule - 8:00 a.m. to 5:00 p.m. This leadership position will include evening and after-hours meetings.

Holidays – 12 fixed per year.

Vacation -23 days of vacation per year.

Up to 2 weeks of vacation and sick leave and relocation assistance may be available for selected candidates.

Retirement

Minnesota Public Employees Retirement Association (PERA).

Deferred Compensation

A deferred compensation plan is available at the employee's option.

Health Benefits

The City pays a significant portion of the premium for medical /hospitalization, dental and prescription coverage for employees and dependents. Section 125 (Flexible Spending Account) — employees may participate on a pre-tax basis for daycare and medical expense reimbursement.

Life Insurance

Policy value of \$50,000.

**For a complete list of benefits offered,
please visit <http://duluthmn.gov/human-resources/employee-benefits/>.**

This position is Exempt from FLSA (Fair Labor and Standards Act),
does not qualify for overtime compensation.

What we offer.



Minimum Qualifications

The position calls for substantial experience in municipal law working in a senior level position. It is preferable that candidates have extensive public forum exposure requiring the strongest of communications and management skills. Demonstrated expertise and experience managing staff in a legal department is strongly preferred. Candidates must have management and leadership presence, well-developed decision making and follow-up abilities and be able to function in a team-oriented environment. Assistance to and continuous exposure in dealing with City Council, Boards/Commissions, civic and resident groups will require high levels of patience. The ability to effectively manage multiple, and sometimes competing priorities as well as lead and motivate team members is essential.

Required education and work experience includes a Juris Doctorate Degree and member in good standing of the Minnesota State Bar for a minimum of seven (7) years practicing primarily in the area of municipal law. Knowledge of the Revised Code of Minnesota and the principles of municipal law, including drafting ordinances and resolutions. Senior level management experience with a demonstrated record of positive leadership qualities. Excellent knowledge of municipal law, including land use and environmental law, labor and employment law and contracts law.

Please visit www.duluthmn.gov/human-resources for additional duties and requirements.

Application & Selection Process

To be considered, please submit an online application through the City's website. Include a resume, cover letter, and proof of education.

A limited number of the best-qualified candidates –based on the information provided on the application and attachments — will be invited to participate in the selection process. Selection for this position may include a presentation and an oral board interview to establish top candidacy for the final selection.

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THE CITY OF DULUTH IS AN EQUAL OPPORTUNITY EMPLOYER.



www.duluthmn.gov