



Home of the Tualatin River National Wildlife Refuge

City Attorney

Salary: \$100,000 - \$115,000 DOQ

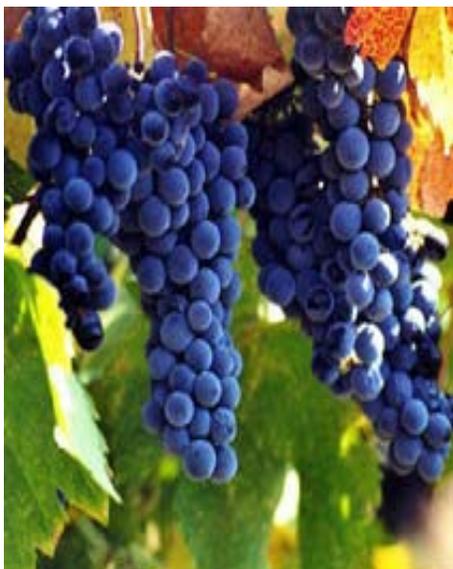
Excellent Benefits Package



With a population of nearly 19,000, the City of Sherwood has been one of the fastest growing cities in Oregon. The City, incorporated in 1893, encompasses 4.31 square miles of land on the south edge of the Portland metropolitan area, in northwestern Oregon. The City is located on Highway 99W, between Tigard and Newberg, an important transportation triangle in south Washington County. The location makes it ideal for professionals who commute to work in Portland, Beaverton, and Hillsboro and return to live in the quiet, tight knit community of Sherwood.



The Sherwood community has received numerous state and national recognitions over the past decade for its high quality of life, family-friendly environment and low-crime rates, including being ranked as the 5th Best Small Town in America by Money Magazine in 2014. Sherwood has one of the lowest unemployment rates in the area in addition to a high median household income. The City continues to maintain a first rate quality of life for its residents through a unique park and recreation system, great school system, engaged arts community, active organized sports programs, and revived central business district known as Old Town.



This rapidly growing city is part of the Willamette Valley known for its delectable Pinot Noirs and is surrounded by the Tualatin and Chehalem Mountains. The protected wetlands of the Tualatin River National Wildlife Refuge and the rolling hills of fertile farmland surround Sherwood's bustling roads and city center. The buzz of Old Town's stores and coffee shops are only minutes away from new commercial businesses. This vitality makes Sherwood one of Oregon's most livable cities, providing attractions for all.

The City is a full-service city with an exceptional workforce, a stable political environment, and a mission to make Sherwood a great place to live, work, and raise a family. With approximately 90 full time and 25 part time/on-call/seasonal employees it operates under a Council-Manager form of government.



Position Overview

After many years of operating with an outside law firm under contract, the City is transitioning to an in-house model with the selection of this position. The City Attorney serves as chief legal counsel for the City government and is independently responsible for providing legal services to the City Council, City Boards and Commissions, City Manager, and other City staff. The position encounters a wide diversity of work situations involving a high degree of complexity due to various legal issues. Decisions are made within a broad interpretation of applicable laws and governmental guidelines. The City Attorney

has a high level of visibility and interaction with elected officials, the City Manager, and other City leaders. By City Charter, the City Attorney reports directly to the Mayor and City Council.

Candidate Profile

The ideal candidate will have a combination of education and experience equivalent to the following: Considerable knowledge of all areas of municipal law, and court processes and procedures. Ability to perform legal research in complex areas. Minimum of five (5) years in the practice of municipal law with emphasis and experience in one or more specialty areas such as: land use, first amendment, public meetings and records, public contracts. Experience practicing as legal counsel for a public agency, progressively responsible experience in management and supervision and must be admitted to the Oregon State Bar.

The City Attorney will:

- Represent the City in a positive and influential manner, willing to embrace and support City goals and initiatives.
- Be a proactive, effective, and straightforward communicator able to actively engage coworkers, management, elected officials, and the general public.
- Have the ability to display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Be a leader with a high level of initiative who demonstrates uncompromising integrity and dedication to promoting an ethical, fair, and positive team.
- Be a motivator with commitment to excellence.
- Have the ability to work independently and prioritize work to meet the needs of the City.
- Be a strategic thinker and problem-solver able to facilitate consensus.
- Be a Team leader and team builder with a successful track record of collaboration.
- Be a leader who has demonstrated continued personal growth and development.
- Be an accomplished strategic thinker to assess current and future needs of the City and to devise and implement plans to meet and manage change.



Compensation and Benefits

The salary range is \$100,000 to \$115,000 annually, plus 6% City paid PERS. The starting salary will depend on the extent of a candidate's background both in terms of qualifications and directly related experience. The City of Sherwood provides excellent benefits to include paid time off, group health insurance for employees and their dependents, flexible spending, life insurance, long term disability, employee assistant program, deferred compensation, and a terrific work environment.

Application and Selection Process

A cover letter, City Application Form, and resume will be used to select the top candidates. Those selected for further consideration will be invited to interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background investigation and drug test. Applicants that were not selected will be notified by phone or mail once the position has been filled.

City of Sherwood
Human Resources Department
22560 SW Pine Street, Sherwood, OR 97140
(503) 625-4201 - Fax (503) 625-5524
humanresources@sherwoodoregon.gov

Position opens March 13, 2015 and closes when the position is filled. Initial applications will be reviewed on April 15, 2015 after 5:00 pm PST.

A City Application Form, job announcement, and job description may be downloaded from the City's website at <http://www.sherwoodoregon.gov>. Application materials will be screened in relation to the criteria outlined in this announcement.

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.