

JOB ANNOUNCEMENT:

City Attorney



Position Opening:	26.23	Post Dates:	Open Until Filled
Classification Title:	City Attorney	Location:	Administration
Term of Appointment:	Regular/Full-time	Probationary Period:	One (1) Year
Starting Salary:	\$143,900		

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Starting Salary is determined based on qualifications, experience, certifications, and education.

Job Summary

This is highly responsible professional serving as the chief legal advisor to the Mayor, City Council, City Manager, and City departments. The City Attorney provides legal counsel on municipal operations, governance, regulatory compliance, contracts, employment matters, land use and zoning, procurement, litigation, public safety, and other legal issues affecting the City. The position ensures the City's actions comply with applicable federal, state, and local laws while protecting the City's legal interests.

Work involves providing legal opinions and guidance; drafting, reviewing, and negotiating contracts, ordinances, resolutions, policies, and other legal documents; representing the City in legal proceedings, administrative matters, and negotiations; advising elected officials, boards, commissions, and staff; and monitoring legislative and regulatory changes that may affect municipal operations. The City Attorney exercises a high degree of independent professional judgment, discretion, and confidentiality in managing complex legal matters and minimizing legal risk.

Work is performed under the direction of the Mayor and City Council, in accordance with the City's organizational structure, and is evaluated through the quality and effectiveness of legal counsel, compliance with applicable laws, successful resolution of legal matters, and overall support provided to City leadership and operations.

Essential Tasks. Other duties may be required and assigned.

- Research legal issues for Mayor, Council, City Manager, Department Heads and various City Boards and Commissions and advise accordingly; respond daily to emails with legal questions/issues.
- Research and review changing statutes, case law, executive orders, etc., and stay abreast of new legal requirements/provisions and update city staff as needed.
- Attend all Council meetings and other board meetings as needed for the Downtown Development Authority, Main Street Advisory Board, Perry Public Facilities Authority, Houston County Land Bank and all other boards/commissions as needed.
- Draft ordinances for the City Code and resolutions, as needed; draft agreements, deeds, and other legal documents for the City and/or City Boards and Commissions.
- Manage all legal proceedings for the City through direct representation or coordinate with Counsel (i.e., garnishments, bond issues, condemnation proceedings).
- Review and/or draft all City contracts.

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- Review requests for donations of property to the City, request, and review title exams, and prepare transfer documentation; coordinate and review/draft easements, ROWs, deeds.
- Coordinate with and manage outside legal counsel as needed.

Knowledge, Skills, & Abilities Required

Knowledge of:

- Federal, State of Georgia, and local laws, ordinances, regulations, and court decisions applicable to municipal government.
- Georgia municipal law, including the Georgia Constitution, Open Meetings Act, Open Records Act, ethics laws, procurement, public contracting, land use and zoning, annexation, code enforcement, and public finance.
- Municipal governance, City Charter provisions, Council-Manager form of government, and legislative processes.
- Civil litigation procedures, administrative law, trial preparation, mediation, and dispute resolution.
- Principles of legal research, statutory interpretation, and legal writing.
- Contract law, risk management, insurance, claims administration, and liability prevention.
- Parliamentary procedure and legal requirements governing public meetings.
- Public safety legal issues affecting police, fire, emergency management, and municipal operations.

Skill in:

- Providing sound legal advice and practical solutions to elected officials, executive leadership, department directors, and staff.
- Conducting complex legal research, analyzing statutes, regulations, case law, and administrative rulings.
- Drafting, reviewing, and negotiating contracts, ordinances, resolutions, intergovernmental agreements, policies, leases, easements, and other legal documents.
- Preparing persuasive legal opinions, memoranda, and written recommendations.
- Representing the City effectively in negotiations, administrative hearings, mediation, and litigation.
- Managing multiple legal matters simultaneously while meeting deadlines and organizational priorities.
- Interpreting complex legal issues and communicating them clearly to both legal and non-legal audiences.
- Building collaborative relationships while balancing legal compliance with operational objectives.
- Exercising sound judgment, discretion, diplomacy, and professionalism in highly sensitive matters.

Ability to:

- Serve as a trusted legal advisor to the Mayor, City Council, City Manager, department directors, boards, commissions, and employees.
- Anticipate legal risks and develop proactive strategies to minimize liability and ensure compliance.
- Exercise a high degree of independent judgment, ethical decision-making, and confidentiality.
- Analyze facts, identify legal issues, evaluate alternatives, and recommend legally sound courses of action.
- Prepare and present legal matters clearly and effectively before governing bodies, courts, administrative agencies, and the public.

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- Develop and maintain productive working relationships with elected officials, employees, outside counsel, governmental agencies, and community stakeholders.
- Remain current on legislative, judicial, and regulatory developments affecting municipal government.
- Work effectively under pressure while managing confidential, politically sensitive, and time-critical matters.
- Uphold the highest standards of professional ethics, integrity, and public service.

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Reports to:

Mayor/Council.

Physical Demands and Work Environment

The physical demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Work is performed primarily in a professional office environment during normal business hours; however, attendance at early morning, evening, and occasional after-hours meetings, court proceedings, City Council meetings, and other official functions may be required. The position requires sitting for extended periods, as well as occasional standing, walking, bending, stooping, and reaching. The employee must be able to operate a computer, telephone, and other standard office equipment, communicate effectively both verbally and in writing, and occasionally lift or carry files, records, and office materials weighing up to 20 pounds. Sufficient vision is required to review legal documents, contracts, correspondence, and computer screens. Occasional travel to courts, City facilities, or other meeting locations may be required.

Minimum Qualifications

- Juris Doctor (J.D.) degree from an accredited law school.
- Active member in good standing with the State Bar of Georgia.
- Five (5) years of progressively responsible experience practicing law, with experience in municipal or local government law preferred.
- Experience advising elected officials, executive management, and public boards or commissions is preferred.
- Valid State of Georgia driver's license or the ability to obtain one within thirty (30) days of employment.

Preferred Qualifications

- Experience in local government, municipal law, land use and zoning, public contracts, employment law, procurement, open meetings and open records compliance, and litigation management.
- Membership in organizations such as the Georgia Municipal Association (GMA), or the International Municipal Lawyers Association (IMLA) is desirable.

Application must be completed in full to be considered.

This position requires pre-employment, post-accident, and random drug screening.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE