



## City of Wauwatosa City Attorney

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Wauwatosa, WI
<b>JOB TYPE</b>	Full-Time	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>DEPARTMENT</b>	Attorney	<b>DIVISION</b>	Attorney
<b>OPENING DATE</b>	04/07/2025	<b>FLSA</b>	Exempt

### Position Overview

The City Attorney is a highly skilled lawyer with a passion for public service. The City Attorney brings a mix of analytical and proactive legal skills paired with a solid background in governmental affairs to direct and manage the City Attorney's office. This position serves as the chief legal advisor, strategically manages all legal activities and civil litigation for the City, and has the responsibility for providing high-quality, cost-effective legal advice and services. The City Attorney collaborates across the organization to produce the highest quality results while working towards accomplishing the City's vision, goals, and strategic plan.

The City Attorney is statutorily defined as an officer of the City and also serves as the City's parliamentarian. Successful candidates will possess a J.D. and the following:

- Two to five years of direct supervisory experience required in guiding, managing, and inspiring a team.
- Ten to eleven years experience of professionally responsible and managerial legal experience, with two to five years of litigation experience related to public sector law, litigation, advisory, and transactional governmental matters.

Please see our recruitment brochure for more details on this position and the City of Wauwatosa:

<https://www.wauwatosa.net/home/showdocument?id=6140>

The starting pay for this position ranges from \$129,272 - 165,173 annually, depending on experience and qualifications. This is complemented by an excellent benefits package, a robust wellness program, an on-site fitness center, a free workplace clinic, paid parental leave, generous paid holidays and vacation, a pension plan, volunteer time off, a flexible workplace environment and the opportunity to work with dedicated professionals who have a passion for public service. (Click the Benefits tab to find out more!)

### Essential Functions

- Represents the City in all matters requiring legal representation, including litigation and administrative hearings; controversial and complex litigation; negotiations; legislative activities; and bankruptcy proceedings. Manages outside counsel representing the city on cases the City Attorney selects for delegation.
- Effectively and proactively collaborates with City Administration to understand operational issues, identify and evaluate potential legal implications, and provide guidance and recommendations to facilitate City-wide initiatives.
- Actively partners with staff and outside counsel to manage litigation activities in all cases where the City is represented. Participates in proceedings and advises as to appropriate courses of action during litigation decision-making processes, including property tax litigation, police and other civil rights claims, liability claims, and municipal court.
- Responds to extensive and varied legal questions with appropriate legal advice in order to support ongoing City operations or planning.
- Researches and reviews ideas presented by City leadership for practicality and legality.
- Maintains deep familiarity with legal environment surrounding municipal law in order to address current issues facing City in the most expedient manner.

- Reviews all liability claims when received for impact and assignment. Analyzes trends, identifies potential legal risks, and develops innovative strategies to mitigate or eliminate exposure to legal liability.
- Supports Common Council activities and meetings with training and procedure/parliamentarian duties. Interprets impact of votes and discussions, drafts ordinances and resolutions, researches procedural and substantive suggestions for viability and legal parameters required. Advises on how city ordinances, resolutions, state, and/or federal law relate to or inform policy discussions and decisions.
- Reviews, comments, and approves all contracts entered into by City staff prior to execution. Drafts new or modified contractual agreements where necessary, and partners with staff to craft forms for City use moving forward.
- Serves as an active participant in development projects by evaluating, negotiating, and completing development and property transactions on behalf of the City and the Community Development Authority (CDA).
- Assures presence of adequate and appropriate resources for ongoing legal work of the department. Monitors expenditures and adjusts when necessary. Participates in annual budgeting process as part of Administrative Services team, and develops the department operating budget.
- Directs work of Department staff, provides leadership and accountability. Fosters employee engagement, leads performance management, provides mentorship, oversees their timekeeping, and is responsible for hiring and retention.
- Participates in forming effective emergency management strategies and leadership of specified activities within the emergency management plan during times of activation of the EOC, including filling other roles as necessary and assigned by plan.
- Represents the City Attorney's Office at any required meetings, including Common Council, Standing Council Committees, and the Plan Commission.

## Minimum Requirements

### Education and Experience Requirements:

- Juris Doctorate from an accredited college or university.
- Two to five years of direct supervisory experience required in guiding, managing, and inspiring a team.
- Ten to eleven years experience of professionally responsible and managerial legal experience, with two to five years of litigation experience related to public sector law, litigation, advisory, and transactional governmental matters.
- Extensive expertise in municipal law and the role of a municipal attorney.
- A successful track record as a City or County Attorney, Deputy/Assistant Attorney, or experience in a private law firm advising City/County clients is preferred.
- Must be a Licensed Attorney in the State of Wisconsin.

### Minimum Knowledge, Skills, and Abilities Qualifications

***In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.***

- Considerable knowledge of municipal law and government processes; statutes and laws of Wisconsin and judicial interpretation and precedent; municipal laws and ordinances.
- Ability to prepare complex briefs, sound opinions, and pleadings.
- Is a collaborative, approachable, and skilled communicator with a passion for public service.
- Exceptional judgement and discretion.
- Possesses high ethical standards.
- Fully embraces the values of the City of Wauwatosa.
- Ability to quickly develop and maintain trusting, effective, and positive working relationships.
- Strong, confident supervisory and engaging, progressive leadership skills.
- Has a team-focused management style and will completely support the efforts to achieve high performance in every part of Wauwatosa's government.
- Demonstrated track record of setting a positive example of competence, professionalism, trust, energy, and strong work ethic.
- Robust working knowledge of governmental policies, processes, and procedures.
- Ability to read, analyze, and interpret complex legal documents, financial reports, and other documentation.
- Ability to respond promptly and completely to common legal inquiries or complaints from customers, regulatory agencies, or members of the business community with appropriate legal response.
- Ability to define multifaceted problems, collect data, establish facts, and draw valid conclusions.
- Must be available for periodic call-ins during emergency situations.

***In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.***

**Additional Information**

Interested applicants should apply on the City's website: [wauwatosa.net/careers](http://wauwatosa.net/careers). The position will be open until filled with the first review of applicants on April 18, 2025.

**Benefits**

# City of Wauwatosa



## Full-Time Employee Benefits

### Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

### Total Rewards & Flexibility

- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.

### Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.

#### Employer

City of Wauwatosa

#### Address

4/7/25, 9:29 AM

Job Bulletin

7725 W North Avenue

**Phone**

Wauwatosa, Wisconsin, 53213

(414) 479-8992

**Website**

<http://www.wauwatosa.net>