

City of Wauwatosa, WI

Position Recruitment Brochure

City Attorney



Contact:

City of Wauwatosa Human Resources Department
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Job Summary: City Attorney

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.

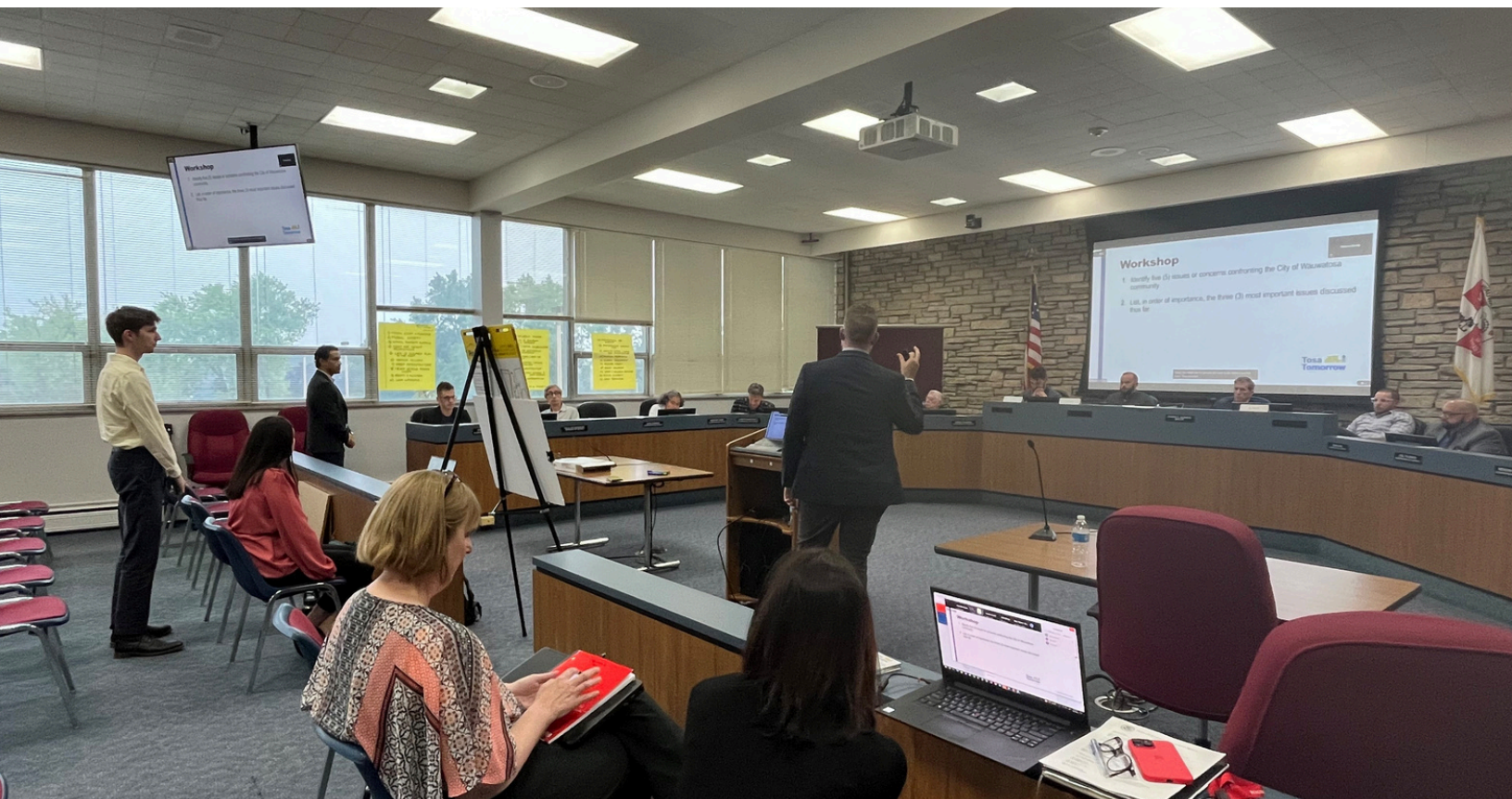
Successful candidates will possess a J.D. and the following:

- 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.

Essential Functions and Responsibilities

- 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.

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Essential Functions and Responsibilities (Continued)

- 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.



About Wauwatosa

- Wauwatosa is Wisconsin's 14th largest city with 48,387 people. However, during the day, Wauwatosa becomes Wisconsin's 4th largest city. Our population more than doubles to 112,000.
- Positioned at the heart of the Metro-Milwaukee region, Wauwatosa serves as a prominent hub for retail and office development. We're home to the Milwaukee Regional Medical Center, Mayfair Mall, and several large employers in medical research, information technology, and advanced manufacturing.



To learn more, please find:

- **City of Wauwatosa Municipal Code:** Provides detailed information on local ordinances, policies, and governance structure. Go to wauwatosa.net/MunicipalCode.
- **Council and Committee Agendas & Minutes:** Offers insights into current issues, decision-making processes, and legal matters impacting the city. Go to wauwatosa.net/MeetingPortal.
- **Wauwatosa Comprehensive Plan:** Outlines the city's long-term vision, including development goals and community priorities. Go to wauwatosa.net/plan.
- **City Budget Documents:** Provides context on financial planning, resource allocation, and legal considerations tied to city initiatives. Go to wauwatosa.net/budget.

How to Apply

To find out more, please find the full job description and consider applying at wauwatosa.net/careers. If applying, you will be asked to complete a brief online form and include a cover letter and resume. This position will be open until filled with the first review of applications on April 18, 2025.

Questions

Please contact Beth Mbow, HR Director, at bmbow@wauwatosa.net or (414) 479-8955.

Benefits & Compensation

Comprehensive and competitive benefits package:

- 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

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

Total Rewards & Flexibility

- Pay for performance
- Paid time off
- Commitment to training & professional development
- Employee appreciation & recognition
- 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.

Compensation

- The salary range for this position is \$127,272 to \$165,173.

