

# THE CITY OF CHARLOTTESVILLE, VIRGINIA



IS SEEKING A WELL-ROUNDED, INNOVATIVE,  
STRATEGIC, AND RESPONSIVE PROFESSIONAL  
TO SERVE AS

## **City Attorney**



## The Community

The City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.



Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2017, the population of the City was estimated to be approximately 49,000 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.

The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

## City Government

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Three Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the racial diversity, equity and inclusion, planning, direction, control, and evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation



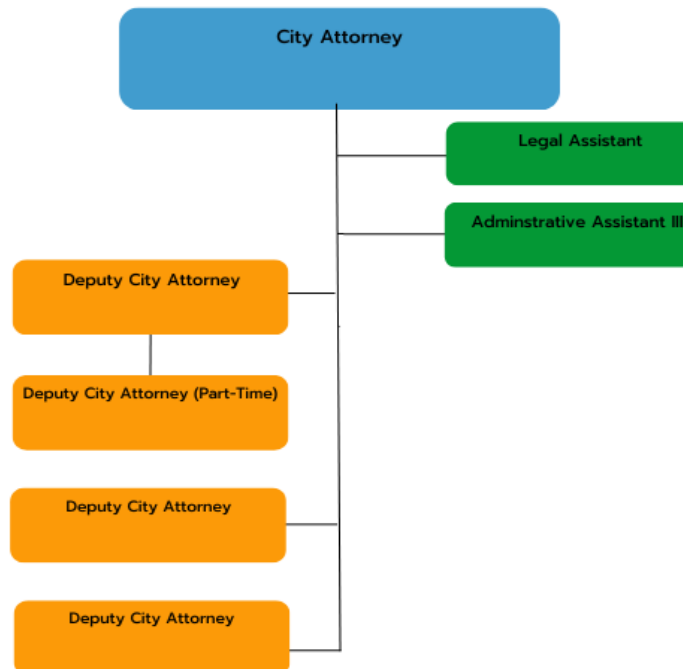
Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.

The City is a full-service city with approximately 1000 full-time staff, an FY 2022-23 General Fund operating budget of \$212 million, and an FY 2022-26 Capital Improvement Plan budget of \$121 million. The FY 2022-23 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

## The City Attorney's Office

The City Attorney's Office gives formal and informal opinions, reports, ordinances, resolutions, and City contracts are drafted, reviewed, and negotiated by this office. Zoning, procurement, insurance, and Freedom of Information Act (FOIA) matters are handled by the office, and personnel issues (workers' compensation, terminations, and grievances) account for a large share of the workload. Social Services and other litigation demands significant attorney time. The City Attorney's Office also serves as legal counsel to the City Council, Planning Commission, Human Rights Commission, Airport Authority, and the Charlottesville Economic Development Authority, their managers and employees. The Office currently has budgeted for 6 full-time employees and 1 part-time employee, with a total FY23 operating budget of \$1,227,335.

## City Attorney's Office Organizational Chart



## City Attorney Profile

The City of Charlottesville, Virginia is seeking a well-rounded, innovative, strategic, and responsive professional to provide general legal counsel to a full-service municipality.

As City Attorney, major areas of responsibilities include litigation, contracts, real estate, land use, Environmental, tort, taxation, collections, employment, civil rights, and administrative law. The position provides functional supervision for legal action involving the City, the interpretation and application of laws and ordinances affecting the City, and the preparation of legal documents and legal opinions for the City of Charlottesville. The City Attorney is the legal counsel to the City Council, the City Manager, and other city officials.

The City Attorney receives general supervision and direction from the City Manager and serves at the pleasure of the City Manager. Performs complex professional and responsible administrative work in overseeing the civil and legal affairs of the City; performs related work as required.

### Specific Duties and Responsibilities

These duties include but are not limited to the following:

- Serves as legal counsel to the City Council, City Manager, City boards and commissions and other officials of the City; provides legal advice to department heads regarding the City's application of federal and state and local employment laws; provides legal review and approval of City personnel policies and practices.
- Supervises the legal affairs of the City, including planning, developing, implementing, and evaluating an effective legal services program for the City. Prepares and/or reviews all City ordinances and is responsible for ensuring that the City Code is current. Prepares and/or reviews all city Standard Operating Procedures.
- Attends meetings of Council and commissions and provides/renders legal advice and appropriate information when necessary; serves as staff on a variety of board, commission, and other professional meetings.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Drafts and/or supervises drafting of ordinances, resolutions, contracts, deeds, leases, releases, franchises, and other complicated legal documents on behalf of the City
- Serves as a legislative liaison for the City with state and federal governments; prepares drafts of bills for introduction in the Virginia General Assembly. Analyzes legislation including proposed state and federal legislation affecting the City.
- Drafts and/or supervises the drafting of all contracts, deeds leases, releases, franchises, and other legal documents on behalf of the City; negotiates contracts and supervises and administers land transactions.
- Prosecutes suits, actions, and proceedings for and on behalf of the City. Processes and litigates claims against the City.
- Prepares cases for trial, interviewing witnesses, examining law and evidence.
- Represents the City in complex trial and appellate litigation.
- Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs. Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance, and claims. Serves the City's interests in various contract negotiations. Conducts title searches, certifies titles and handles closings. Decides major legal questions in litigation, claims, leases and contracts, land titles and related legal matters;
- Oversees and coordinates appropriate various investigations and audits related to City legal programs and matters.
- Renders legal advice on complex matters on a daily basis to officers, departments, and agencies of the City.
- Defends City employees in actions brought against them for conduct while in the line of duty.
- Stays abreast of new trends and innovations in the field of public law; maintains proficiency in municipal law through training, professional journals, and technology-based resources.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- May perform other work duties that may be required by ordinance, resolution, or City Council.

Managerial and Supervisory Responsibilities:

- Assumes management responsibility for assigned services and activities of the City Attorney's Office. Plans, directs, coordinates, and reviews the work plan for direct reports; assigns work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Hires, supervises, coaches, mentors and trains assigned City staff, including providing career development and appropriate performance management and corrective action as necessary.
- Prepares and monitors and the departmental budget and oversees and authorizes expenditures.

## Education, Experience and Skills

### Minimum Requirements:

- Graduation from an accredited law school of recognized standing with a juris doctorate.
- Requires a minimum of ten (10) years of progressively responsible experience in the practice of law.
- Must have a minimum of four (4) years of management and supervisory experience.
- Must be licensed to practice law in the Commonwealth of Virginia and must have the ability to maintain membership as a condition of continued employment.

### Preferred Qualifications:

- Five (5) or more years of active legal experience in the practice of municipal law preferred.
- Legal experience and expertise in the practice of real estate and/or land use law preferred.

### Special Requirements:

- Must possess and maintain a valid Virginia State Driver License and a driving record acceptable to the City and the City's insurance carrier OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Must pass a thorough background investigation, credit and reference checks. The City reserves the right to further require a Social Media background check.
- Verification of identity and United States work authorization must be complete as required by the Immigration Reform and Control Act.
- Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

**Knowledge of:** Complex legal principles and practices; statutory, civil, contract, and administrative laws, rules, and regulations as they apply to local government. Municipal government functions and the legal issues affecting municipalities. City ordinances, City Charter and City Code. Virginia land use law and administrative procedures. Virginia and federal labor laws affecting municipalities. Municipal court functions. Legal research methods. Preparation of legal documents associated with administrative and judicial proceedings. Legal aspects of financing land acquisitions, trades, public-private partnerships. Use of computer technology for legal research. The principles and practices of public administration. Research methods, data collection, report presentation and statistical analysis. Interpersonal skills using tact, patience, and courtesy. Investigative methods and techniques and investigatory report writing. Mathematic computations adequate to correctly perform work. Effective oral and written communication principles and practices (e.g., English usage, spelling, grammar, and punctuation) to include principles public relations and customer service. Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases. Knowledge of public budget administration, budget process, statistics, program planning, and financial management principles and practices. Proper documentation, reporting, record keeping and compliance with federal, state, and local laws, regulations, policies, and procedures.

**Skill in:** Advising elected officials and management. Analyzing and applying legal principles, facts, evidence, and precedents to legal problems affecting local government. Communicating statements of law, fact, and argument in

written and oral form. Managing legal projects to meet the needs of the City. Negotiating solutions to complex legal problems. Providing legal counsel on land use matters. Administering contracts for outside legal services. Managing programs and operations. Conflict management and mediation. Establishing and maintaining effective working relationships with elected officials, managers, employees, members of the public, and other government agencies. Promoting integrity, trust, and professionalism. Leading and managing/supervising for results.

**Ability to:** Work independently and prioritize work to meet the needs of the City and meet deadlines. Communicate effectively with the public, members of outside agencies, and employees. Be responsive; establish and maintain effective working relationships with staff, management, vendors, outside agencies, and general public, and to form team environments, build morale, increase productivity, improve relationships, and meet goals and objectives. Use sound, skillful, and strategic negotiation techniques. Defuse difficult situations with tact and courtesy, use appropriate mediation and conflict management techniques. Keep updated on legislation changes and state and federal laws related to and affecting areas of work, including best practices. Interpret and apply Federal, State and local codes, policies, laws, and regulations related to area of responsibility. Operate a computer to enter data, maintain records and generate reports. Anticipate and respond to administrative and operational problems. Communicate effectively, efficiently and in a confidential and diplomatic manner that is sensitive to both the needs of the City employees and supervisors. Exercise the highest degree of confidentiality and professionalism at all times. Portray an image of knowledge, confidence, professionalism, fairness, and caring. Provide oral and written presentations in public. Coordinate, prioritize and work on multiple activities on a daily basis under often stressful and busy conditions. Analyze, interpret, develop, and implement City regulations, policies, and procedures. Demonstrate regular, reliable attendance.

## Compensation and Benefits

The hiring salary will be between \$150,000 and \$196,849.35 annually, dependent on education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. Reasonable relocation assistance will be available.

- **Medical Benefit:** Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage is available but the cost of the premium is not subsidized. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **MetLife Vision Insurance:** The City's medical insurance through Aetna covers an eye-exam. Additional optional coverage under MetLife is available and participation is voluntary. The cost depends on the selected coverage type, employee only or dependent coverage.
- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service. Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 20 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City are eligible to receive compensation for any unused vacation time up to the maximum accrual limit. There is no cash compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.

- **Educational Assistance:** The City currently will pay up to \$1,500 per fiscal year towards undergraduate, or up to \$3,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Retirement Plan Options:** You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans. The contribution rate to the Defined Contribution plan for executives is 19.5% effective July 1, 2021.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **A Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Employee Assistance Program.** Program is confidential & available to employees & family members at no cost.

## Application and Selection Process

Applications for the position must be submitted online at [www.charlottesville.gov/jobs](http://www.charlottesville.gov/jobs). Resumes will not be accepted in lieu of a completed online application. **Please also submit with your online application a cover letter, résumé, and five (5) professional references.** This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications may no longer be considered once a reasonable number of applications has been received or once a candidate to fill the position is identified. Applications may be evaluated on a continuous basis and interviews may be conducted as soon as possible during the recruitment with candidates who are best qualified.

*The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.*

