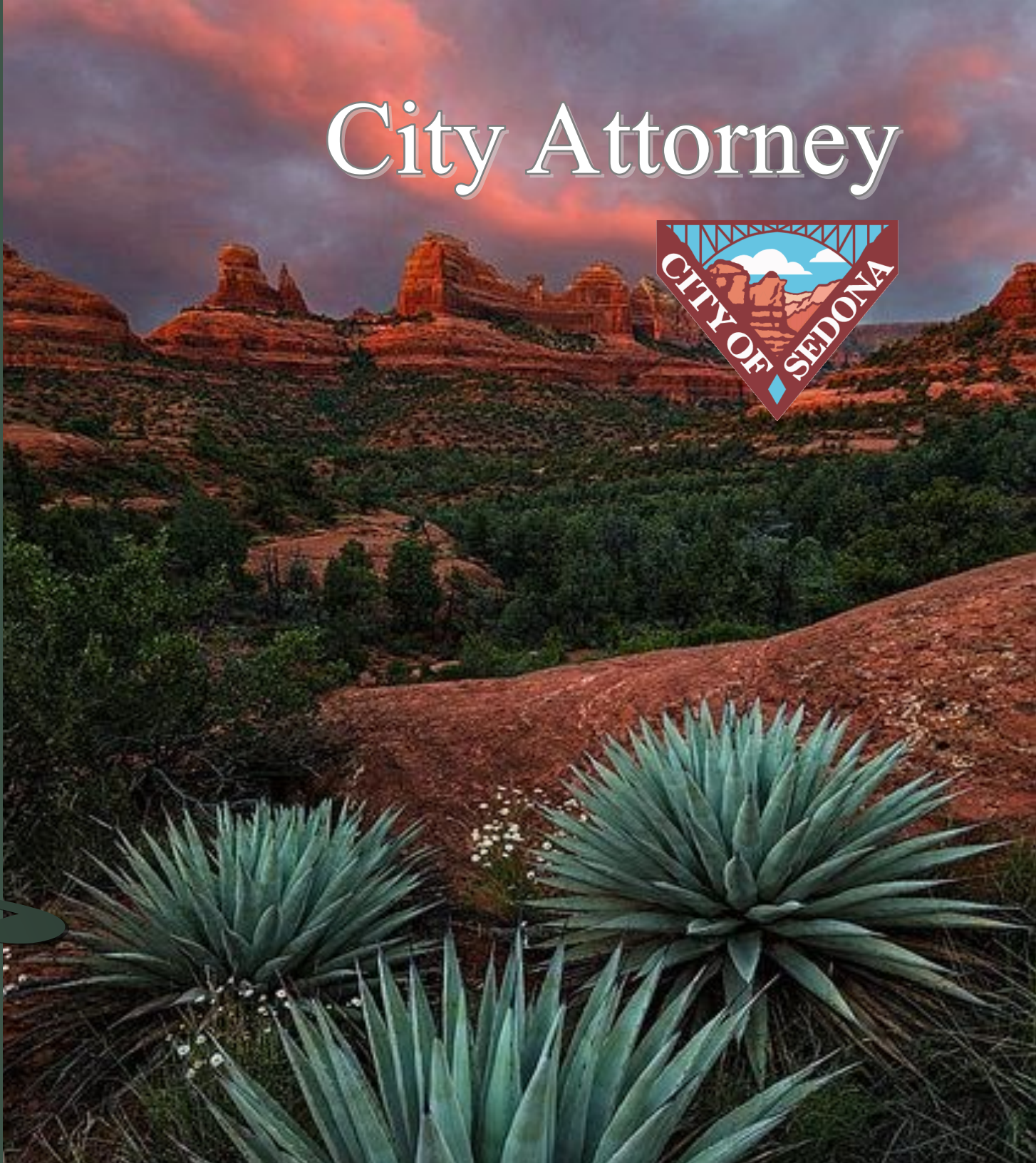


City of Sedona

City Attorney



THE POSITION

The City Attorney performs legal work and serves as general counsel to the City of Sedona and as chief legal advisor to the City Council, City departments, and City boards, committees, and commissions. Additionally, this position directs all civil and criminal legal work and reviews and considers all municipal activities.



The City Attorney should have extensive knowledge of Arizona law, the ability to supervise the departmental staff, and the understanding of general municipality, State, and Federal laws.

The City Attorney must have solid ethics and integrity, excellent communication

skills, and sound managerial experience. Additionally s/he will have excellent interpersonal, public relations, and customer service skills, and have the ability to build and maintain positive working relationships with elected officials, City staff, and the general public. In addition, the City Attorney must have the ability to prepare and deliver effective and clear presentations.

The City Attorney's office serves the City and the citizens in Civil (Internal) and Prosecution (External). In regards to Civil, the City Attorney's Office is the attorney and advisor to the Mayor, City Council, City Manager, staff, boards, committees, and commissions.

The City Attorney's office also works to protect and minimize the City's liability both proactively and when claims and/or lawsuits are filed. Furthermore, the City Attorney's Office prosecutes all misdemeanor crimes committed within the City limits and filed in the Sedona Magistrate Court. Also, the City Attorney's office ensures that statutory rights of the victims of crimes are protected.

The City Attorney is responsible for review and revisions of all contracts, agreements, ordinances and other legally binding documents to be entered into by the City. Additionally, this position receives and processes all claims against the City as well as notifies the City insurer of all such claims and handle insurance coverage issues and questions.

THE CRITERIA

The appointment will be based on best fit, competency, education, training, and experience. Applicants must possess a Juris Doctorate of Law degree or equivalent and current membership in the State Bar of Arizona. For civil and municipal experience, applicants must have a minimum of five years experience in the area of public practice experience, preferably in the area of municipal law and land-use law or the equivalent thereto. For criminal experience, applicants should have familiarity with general principals of criminal law and prosecution or any equivalent combination of education and experience that provides the required skills and abilities for the position.

THE COMPENSATION

The City of Sedona is offering a very attractive salary and comprehensive benefits package, including , but not limited to, retirement, short- and long term disability, medical/dental/ vision plans, life insurance, car and cell phone allowances, sick leave, vacation, holidays, and employee assistance programs. The compensation for the successful candidate is negotiable, depending upon experience, qualifications and professional achievements.

THE RECRUITMENT PROCESS

Applicants may apply online at www.SedonaAZ.gov by following the Job link, and selecting City Attorney. This is a confidential recruitment and will be handled accordingly throughout the various states of the process.

Candidates should be aware that references will not be contacted until mutual interest has been established.

The recruitment of this position may be considered open until filled and the interview process may be accelerated at the discretion of the City Manager once a highly qualified pool of candidates has been established.

Candidates are encouraged to include a cover letter and a comprehensive resume with their online City application. The selection process may also involve a supplemental questionnaire. It is anticipated that the new City Attorney will join the City of Sedona by June 2015.

Confidential inquiries are welcomed to Human Resources at 928-203-5189. Candidates are also encouraged to further research the job description and City of Sedona's website at www.sedonaaz.gov.



THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai County. It serves as a premier international tourist center as well as home to over 10,000 residents.



Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, viticulture and art centers. Its history is that of a rural community which such a beauty that Se-

dona became known through the motion picture industry through many classic films, commercials, and television shows.

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air. The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners with the rest belonging to the Coconino National Forest.

Sedona has something for everyone: world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries. Sedona also was noted for being named one of the top ten safest Arizona cities in 2014.

The beauty and climate of the area (now encouraging a new and growing viticulture industry) makes sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.



The Sedona-Oak Creek Joint Unified School District has an excellent reputation and numerous private elementary and college preparatory, boarding and special skills schools also serve students in the area. Yavapai Community College has a campus in Sedona and Coconino Community College also offers a vast curriculum to local students. Northern Arizona University is located in nearby Flagstaff and Arizona State University in Tempe is approximately 100 miles away.



THE ORGANIZATION

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Attorney, who is the chief legal officer for the City, City Council and City departments.

Sedona currently has a staff of 115 full-time equivalent employees and the 2014 budget is approximately \$38 million. City departments include the City Manager, City Attorney, City Clerk, Community Development (including engineering and public works services), Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water). The City has an "A" underlying rating from Standard and Poor's Rating Services on its most recent bond issuance.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations. The City has successfully emerged from the recession with a reduced workforce, smaller budget, and excellent reserves.

City of Sedona

A Full-Service City

Few communities in the world rival the City of Sedona for the quality of life experienced by its residents and visitors. Supported by superlative City services, exceptional public safety, beautiful natural surroundings, and its artistic communities and galleries, Sedona is universally acclaimed as one of the most notable destinations in the world.

A talented and dedicated workforce of approximately 115 provide a full range of city services that set an enviable standard in local government.

