

invites your  
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position of

# **ASSISTANT CITY ATTORNEY**

First review of resumes:  
July 13, 2018

## THE POSITION

Under the supervision of the City Attorney, the Assistant City Attorney performs complex legal work and serves as secondary general counsel to the City of Sedona. Additionally, this position assists the City Attorney with all civil and criminal legal work and reviews all municipal activities.

The Assistant City Attorney must have extensive knowledge of Arizona law, the ability to supervise departmental staff in the absence of the City Attorney, and the understanding of general municipal, state, and federal laws.

The Assistant City Attorney must have solid ethics and integrity, excellent communication skills, and related experience. Additionally he or she 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. The Assistant City Attorney must also have the ability to prepare and deliver effective and clear presentations.

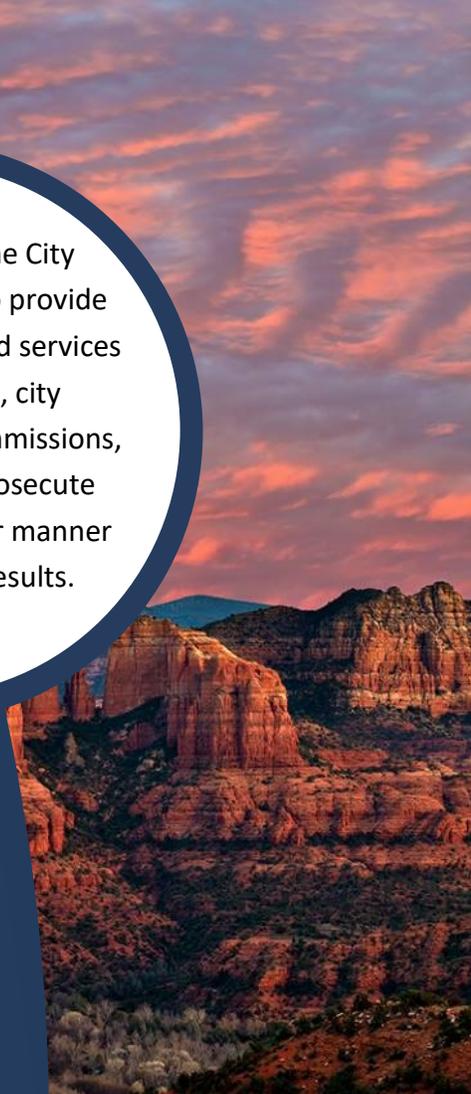
The City Attorney's Office serves the City and the citizens in civil matters and criminal prosecution. The City Attorney's Office is the legal advisor to City government including the Mayor, City Council, City Manager, staff, boards, committees, and commissions.

The City Attorney's Office also works proactively to protect and minimize the City's liability. Furthermore, the office prosecutes misdemeanor crimes committed within the City limits and ensures that statutory rights of the victims of crimes are protected.

The Assistant City Attorney assists with review and revisions of all contracts, agreements, ordinances and other legally binding documents to be entered into by the City. Additionally, this position assists with processing and managing claims against the City.

The Assistant City Attorney will be approachable, positive, energetic, and capable of working in a collaborative manner. Additionally, he or she will have strong communication skills, provide solid leadership, and have a personality style that is comfortable in a small, vibrant community.

The mission of the City Attorney's Office is to provide quality legal advice and services to the city council, city departments, and commissions, and to vigorously prosecute criminal cases in a fair manner that leads to just results.



## THE CRITERIA

The appointment will be based on best fit, competency, education, training, and experience. Applicants must possess a Juris Doctorate degree and current membership in the State Bar of Arizona.

Applicants must have a minimum of five years experience in the area of public practice preferably with knowledge in the area of municipal law, land-use, and a familiarity with general principals of criminal law and prosecution.

## 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 Manager, who is responsible for carrying out policy enacted by the Council, and overseeing administration of the City.

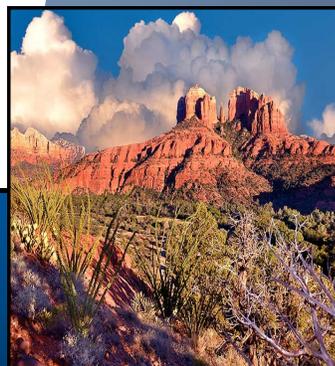
The City Attorney is appointed by and reports to the City Council.

Sedona currently has a staff of 140 regular employees; City departments include the City Manager, City Attorney, City Clerk, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

*The City of Sedona is the  
9th safest city in Arizona.*

— FBI 2017 Crime Reports



## THE COMMUNITY

Sedona is approximately ninety minutes north of Phoenix and sits in both Coconino and Yavapai Counties. 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 with such a beauty that Sedona became known through the motion picture industry, 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 has four mild seasons, and plenty of sunshine and clean air. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.

Sedona has something for everyone: From world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, nearby wineries, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries.

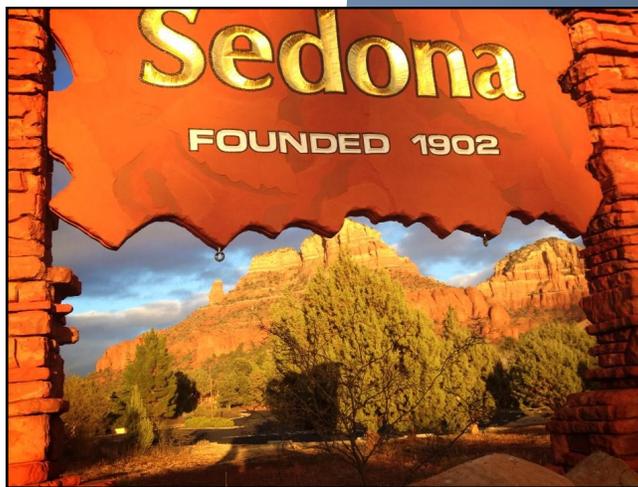
The beauty and climate of the area makes sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.

## COMPENSATION and BENEFITS

The current salary range for the Assistant City Attorney position is \$76,500 - \$110,000 annually. Salary placement for the top candidate will depend on experience.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous vacation accrual rates
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- Relocation assistance



## HOW TO APPLY

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of at least three work-related references (who will not be contacted without prior notice) electronically as one file to [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

The City will select the most qualified candidates to participate in an interview process in Sedona.

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*This recruitment is open until filled.*

Tel: 928-203-5189 • Fax: 928-282-1394

E-mail: [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

Website: [www.SedonaAZ.gov](http://www.SedonaAZ.gov)