

Our City

The largest city in Cowlitz County with a population of approximately 36,000 encompassing 14.7 square miles, Longview is located in southwest Washington along the scenic Columbia River basin about 50 miles north of Portland, Oregon and 145 miles south of Seattle. Longview provides a comfortable, rural lifestyle with very affordable median home prices (average \$159,000) and moderate living costs, with easy access to larger city amenities.

Longview offers community-wide events for family enjoyment, unique shopping experiences in downtown and at the community market, regional sporting events including the Cowlitz Black Bears,

a western collegiate league baseball franchise, numerous parks, and a host of recreational opportunities including tennis and racquetball, boating, swimming, fishing, golf, and camping. Lake Sacajawea, the city's crown jewel, is the centerpiece for year-long recreational opportunities and family events capped by the annual Fourth of July celebration and fireworks show.

Longview's mild winters and moderately dry summers offer year-round enjoyment of the Pacific Northwest's magnificent resources, including Mount St. Helens within the Gifford Pinchot National Forest, and the Pacific Ocean. The City's close proximity to beach resort towns in both Washington and Oregon makes it a perfect vacation headquarters. Longview is a great place to live, work and play!

Longview's Government

Longview is a modern non-charter code city, and has been governed under a strong council-manager form of government since 1968. The City's seven elected council members have provided strong direction and stable, progressive leadership for our community. The first council-appointed city manager served as the City's administrative head for over 19 years before retiring, and the current manager has over 32 years of local government service, 13 with the City of Longview and the last six years as the city manager. The council has fostered an entrepreneurial spirit among our management team and has invested in the community's economic future in a number of ways, but most notably through the development of a City-owned industrial park.

The City is a dynamic organization that supplies a full range of municipal services to its citizens functioning with an operating and capital budget for 2011-2012 of \$243.7 million dollars. The City provides police, fire suppression, parks and recreation, street maintenance, planning and zoning, library, water, sewer, storm water, code enforcement, engineering, solid waste/recycling, information technology, and city administration services. The City of Longview employs approximately 285 full time employees.

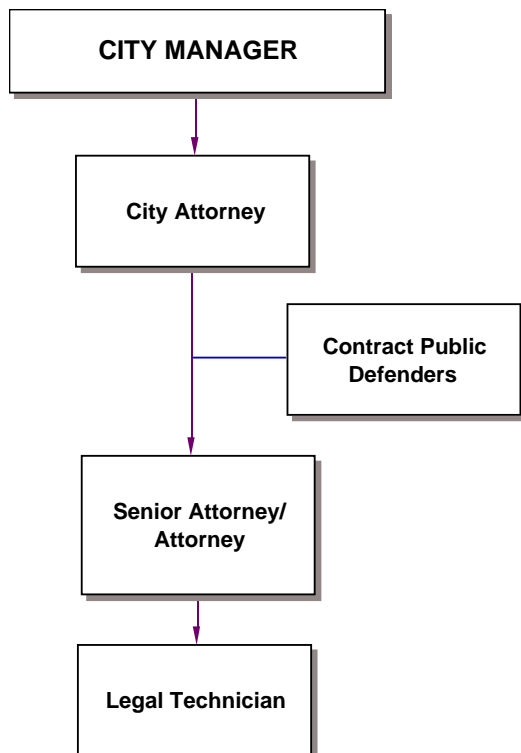


The Position

Under the general administrative direction of the city manager, serves as the department head for the legal department. Responsibilities include planning, organizing, and delivering legal advice to the City of Longview by establishing goals and objectives within the policy directives set forth by the city council, city manager, and various department heads of the City. The city attorney acts as the legal advisor and advocate for the City, its employees, and elected officials. The city attorney represents the City in preparing and interpreting civil contracts and other agreements with governmental agencies and private concerns.

Minimum Qualifications

Qualified candidates will possess a law degree from a fully accredited law school; admitted to practice before all Washington State Courts and in the Federal Court for the Western District of Washington; have a minimum five years experience in civil work, with at least three years experience in civil municipal law; must possess a valid motor vehicle operator's license, with acceptable driving record; and successfully complete a background investigation. Longview residency is strongly preferred for successful applicant.



The "Ideal" Candidate Profile

The ideal candidate will be a seasoned attorney with significant experience in a comparably sized organization, and have extensive knowledge in civil, municipal, and criminal law.

This strong leader will be visible and actively involved in the community, and work closely and effectively with a talented and dedicated city council and city staff.

The ideal candidate will be an effective service-oriented manager who respects employees, holds the organization accountable, and cultivates high morale. He/she will have great integrity, a strong sense of ethics, and the courage of his/her convictions. He/she will learn quickly, have a good work ethic, be collaborative, and will effectively manage high stress and emotionally charged situations.



Required Knowledge, Skills, and Abilities (KSA)

The city attorney should have a firm grounding in the following KSAs:

The City Attorney is responsible for **managing and providing oversight** to the City's prosecution and public defense services. The successful candidate must have strong administrative skills and the ability to evaluate and administer complex criminal challenges. Escalating responsibilities and associated costs to provide appropriate case loads for prosecution and public defense requires the successful candidate to be able to demonstrate experience in administration and oversight of these criminal areas, and to seek out and develop innovative, collaborative, and cost-effective solutions in providing these mandated services.

Comprehensive **knowledge of municipal law** including criminal, administrative, contract, insurance, land use, land zoning and land use planning laws, torts, public meetings/public records, property transactions and development, personnel and labor relations law are cornerstones for success in this position.

Since the city attorney is the chief legal advisor to the city council, city manager, and executive management staff, it is essential that he/she be knowledgeable and experienced in the following: **parliamentary rules and laws** applicable to municipal agencies, corporate and partnership laws of Washington state, federal income tax laws and Washington state excise tax regulations, general knowledge of Washington state laws relative to gambling regulations, federal and state public disclosure laws, records retention, and public sector labor relations.

The successful candidate to the city attorney position will have the ability to apply **innovative and logical reasoning** abilities to legal problems, grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions. Additionally, the ability to **communicate complicated legal ideas** verbally and in writing to a variety of audiences in a clear, comprehensive, and professional manner; and to articulate and persuade verbally and in written argument is critical for Longview's city attorney.

The successful candidate must possess the **ability to create legislation** in a cooperative environment. This requires political understanding of the process of creating legislation; ability to work cooperatively with the city council, city manager, and department directors as a member of the senior management team; and ability to respond to citizen complaints and suggestions in a friendly and non-threatening manner.

The city attorney **manages a staff of three and a budget of \$1,101,150** requiring the successful candidate to be a skilled manager. Experience in planning, organizing, and evaluating the work of others is a must. Additionally, the successful candidate must be proficient in developing managing, and executing budgets.

The City Attorney prepares most of his/her own legal documents. Consequently, **proficiency with MS Office Suite computer software** is essential for success in this position.



General Fund

Expenditure Summary

Department Summary: Judicial							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Supplies	\$810	\$0	\$700	0.0%	\$720	2.9%	\$1,420
Other Services & Charges	\$279,930	\$368,140	\$294,050	-20.1%	\$302,640	2.9%	\$596,690
Intergovernmental	\$380,520	\$356,870	\$385,320	8.0%	\$396,850	3.0%	\$782,170
TOTAL EXPENDITURES	\$661,260	\$725,010	\$680,070	-6.2%	\$700,210	3.0%	\$1,380,280

Program Descriptions - Initiatives - Performance Measures

Longview Municipal Court **\$1,380,280**

The municipal court is the judicial authority for the City and has exclusive original jurisdiction over traffic infractions and misdemeanor criminal violations arising under City ordinances. It also has original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures prescribed by City ordinance or State statute. A court may forfeit cash bail or bail bonds, and hear and determine all causes, civil and criminal, arising under City ordinance. The City of Longview contracts with Cowlitz County District Court for municipal court services, and a district court judge is appointed to hear all Longview Municipal Court matters.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

A Municipal Court adjudication

Performance Measures	2009	2010	2011	2012
	Actual	Target	Target	Target
A Criminal filings	3,289	3,453	3,289	3,453
A Civil infraction filings	5,901	6,196	5,901	6,196

TOTAL FOR ALL PROGRAMS \$1,380,280

2011/2012 Budget
General Fund

Department Summary: Legal							
Total Expenditures	Actual	Budget	Budget	Percent	Budget	Percent	2011-2012
By Object	2009	2010	2011	Variance	2012	Variance	Budget
Salaries & Wages	\$271,060	\$265,490	\$286,400	7.9%	\$293,230	2.4%	\$579,630
Personnel Benefits	\$78,220	\$85,830	\$88,440	3.0%	\$98,980	11.9%	\$187,420
Supplies	\$13,100	\$17,790	\$17,790	0.0%	\$17,790	0.0%	\$35,580
Other Services & Charges	\$6,750	\$10,230	\$28,450	178.1%	\$29,900	5.1%	\$58,350
TOTAL EXPENDITURES	\$369,130	\$379,340	\$421,080	11.0%	\$439,900	4.5%	\$860,980

Program Descriptions - Initiatives - Performance Measures

Legal Services \$860,980

It is the mission of the Office of the City Attorney to assist City government in protecting the lives, property, and rights of the citizens, and preserve and enhance the quality of life of the public by delivering effective and high-quality legal advice and litigation services. The mission is carried out through providing legal advice verbally and through written opinions, preparing and reviewing ordinances, resolutions and contracts, prosecuting civil and criminal cases, and proactive legal reviewing and assessing of activities of the organization and its municipal policies and codes. The City Attorney’s office currently consists of one primary City Attorney, one Senior Attorney, one Attorney, and two Legal Technicians that job share one position equally.

Initiatives/Activities *(The letter in the first column refers to its related performance measure below)*

- A Provide legal counsel to City of Longview organization
- B Provide prosecution of misdemeanor criminal offenses and civil infractions

Performance Measures	2009	2010	2011	2012
	Actual	Target	Target	Target
A Ordinances adopted	40	48	52	56
A Resolutions adopted	32	36	40	44
A Contracts reviewed	300	325	335	345
B Classes presented on legal issues	2	2	3	4
B Traffic and non-traffic infractions (25% of total infractions filed in court)	1,064	1,312	1,351	1,391
B DUI/Physical Control filings (98% of total charges filed in court)	191	232	238	245
B Misdemeanor other traffic filings (98% of total charges filed in court)	1,168	1,440	1,474	1,518
B Misdemeanor non-traffic filings (98% of total charges filed in court)	978	970	999	1,028
B Parking filings (25% of total violations filed in court)	41	21	25	30
A/B Code enforcement cases handled through Superior Court	3	5	7	8

TOTAL FOR ALL PROGRAMS \$860,980

Salary and Benefits

The salary range for this position is **\$84,804 - \$114,492**. Starting salary and total compensation provided will be determined by candidate qualifications and skills. The City provides a comprehensive benefits package that is predominantly employer-paid for full family coverage, which includes medical or VEBA account, dental, vision, long-term disability, and basic life insurance. The City offers a generous leave program including paid vacation, holidays, and sick leave, and the ability to participate in a tax-deferred 457 retirement savings plan, short-term disability, long-term care, Flex 125 spending account, and supplemental life.

Selection Process

The recruitment process will consist of an evaluation of each applicant's qualifications as demonstrated in a professional resume, cover letter and application materials. Candidates will also be required to provide responses to a supplemental questionnaire. Only the most qualified candidates passing the supplemental evaluation will be invited to participate in an on-site assessment center. Travel, meals and lodging will be provided for out-of-area finalists. As part of the final selection process, a background investigation will be conducted that may include visits to the residence city of the final candidate(s).

Requesting an Application Packet

If you meet the ideal candidate profile, we invite you to apply for this position. You may access the application materials online at www.mylongview.com. You may also contact us with questions at 360.442.5004.

This recruitment will remain open until December 18, 2011, or until sufficient applications have been received, whichever occurs first.

Equal Opportunity Employer

Because the City of Longview values diversity in the workplace, people of all ethnic backgrounds, persons with disabilities, and veterans are encouraged to apply for employment opportunities.

In accordance with the Americans with Disabilities Act, reasonable accommodation for persons with disabilities will be provided to participate in the application and selection process, if requested. Please notify the Human Resources Department about the

accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

