



# Career Opportunity

## The City of Bellingham is seeking an accomplished professional to serve as **City Attorney**

### THE COMMUNITY

The City of Bellingham is among the most livable, vibrant communities in the country. Located in the northwest corner of the United States, Bellingham is centered just 90 miles north of Seattle and 60 miles south of Vancouver, B.C. The city consists of 25.5 square miles and has a population of over 80,000.

With Puget Sound and the San Juan Islands to the west, snow capped Mt. Baker and the Cascade Mountains to the east, and the surrounding area dotted with lakes, Bellingham is a breathtakingly beautiful place to live and work. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day or explore miles of hiking and bike trails, or stay in town and enjoy a vibrant arts scene, unique shops and restaurants, and community-wide emphasis on locally produced food and other products.

Bellingham is among the fastest growing metropolitan areas in the country, and the town and surrounding wilderness make it a distinctly livable city. Bellingham is the recipient of a long list of awards, including many designations as a "best place" for livability and outdoor adventures and recognition for leadership in sustainability.

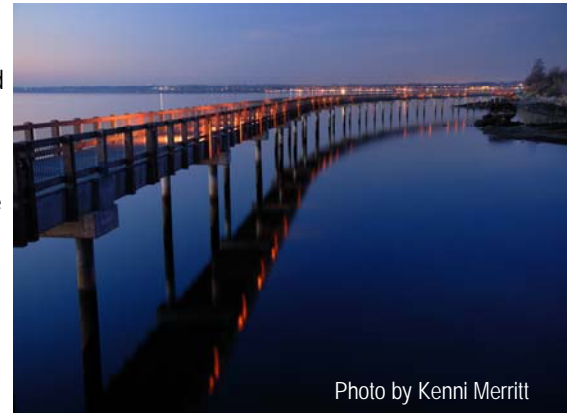


Photo by Kenni Merritt



### CITY GOVERNMENT

City management is led by an elected, full-time Mayor in a strong-Mayor, weak-Council form of government. The City of Bellingham provides a full range of municipal services including public safety, culture and recreation activities, economic development, streets and parking, utilities and general administrative services.

The City has \$218.7 million in planned expenditures for 2012 and 847 employees, many of which are represented by nine collective bargaining units and a civil service system. Twelve departments report to the Mayor. Additional information about the City is available by visiting: [www.cob.org](http://www.cob.org)

### THE DEPARTMENT

The City Attorney reports to the Mayor and has management oversight of 12.8 FTE and a 2012 departmental budget of \$2.6 million. The Legal Services group is responsible for providing legal council and representation to the Mayor, City Council, and city departments. They also handle requests for public records. The Claims and Litigation group provide legal support for claims and litigation against the City and provide liability insurance and risk management services to city departments.

### POSITION SUMMARY

The City Attorney position is established by City Charter to serve as chief legal advisor to the Council, the Mayor and all City departments; represent the City in legal proceedings, including the prosecutorial function before Municipal Court; and perform other duties established by Charter or ordinance. This highly visible executive position provides leadership and general administrative oversight to the City's Legal Department and contributes as a member of the City's senior management team on strategy and policy to ensure that the City's mission and core values are incorporated into operational activities and services.

### Main functions of the job:

**General Management:** Plans, organizes, directs, controls, and evaluates the work of the Legal Department, including providing legal counsel to the elected officials and City departments, prosecuting crimes and misdemeanors under municipal law, and overseeing the City's risk management and liability and property and insurance programs.

**Legal Counsel:** Directly or through staff, researches federal, State and local laws and regulations, and issues legal opinions to the elected and appointed officials of the City and to various City boards and commissions. Maintains close liaison with the Mayor, City Council, City departments, boards and commissions. Staffs or attends all regular City Council meetings, and committee meetings as appropriate to provide legal guidance to elected officials in carrying out their responsibilities within the law.



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*“This is a community to be proud of, and so many of the good things about it are because of the work of the City of Bellingham. I am proud to be part of this team, and I’m looking forward to keeping our great work moving forward and finding new ways to be successful.”*

**Mayor Kelli Linville**  
**City of Bellingham**



Functions of the position continued:

**Litigation:** Brings legal action on behalf of the City. Defends the City, its officials and employees acting on behalf of the City, when charged with violation of law or regulation. Hires special (outside) legal counsel to provide special expertise or to handle exceptional legal work load. Oversees the work of special legal counsel performance of their legal services for the City.

**City Prosecutor:** Prosecutes criminal violations before the Municipal Court. Works cooperatively with law enforcement agencies to deal with patterns of criminal activity and code violations. Recommends code provisions to address nuisance, disruptive, or criminal behavior in the City within law.

**Risk Management:** Oversees the City’s risk management and loss liability programs. Recommends levels and types of liability insurance coverage and procures necessary insurance protection; recommends and manages self insured liability coverage and funds; and provides for efficient claims processing and management. Works with City departments to review liability risk situations and to manage and reduce City exposure to adverse claims. Develops accident review and claims risk assessment response programs. Encourages education and best practices for conduct of City business that balances reasonable risk with protection of citizen and City assets.

**Media Response:** Receives and responds to inquiries from the public and the news media concerning the actions of City government, rights and duties under the City Charter and ordinances, state and federal laws and regulations.

**Public Disclosure:** Oversees the management and administration of the City’s Public Records Disclosure program and assures City’s compliance with the Public Records Act. Supervises the City’s Public Records Officer.

**Personnel Management:** Develops and maintains Legal Department staff committed to, and with highly developed competencies in, municipal law, customer service, results orientation, and team work. Directly or through managers, appoints, supervises, provides for training, development, performance evaluation and ensures accountability of department employees. Ensures compliance with City-wide and Department policies, and local, State and federal laws and regulations.

**Policy Development:** Develops, recommends, and oversees the administration of department policies and guidelines. Maintains currency of policy and practice with the organizational needs of the City and with applicable federal and State laws and City Charter.

**Fiscal and Business Management:** Assures the financial well-being of the department by establishing cost control measures and monitoring all fiscal operations of the department. Prepares annual budget and justifies budget requests and amendments. Assures the efficient and economical use of departmental funds, staff, materials, facilities and time.

**Senior Management Team:** Provides information and advice to the Mayor, City Council, and Chief Administrative Officer on strategic planning and accomplishment of City goals and objectives. Coordinates the Department’s activities with those of other City departments and offices to ensure a consistent approach towards common projects and interests and the cost effective delivery of services.

## EXPERIENCE AND EDUCATION

Candidates must be qualified to practice law in the State of Washington. Additionally, this position requires candidates to have been in legal practice in the State of Washington for not less than three (3) years preceding appointment (City Charter requirement). Preferred qualification include a record of : seven years practice of municipal law; significant litigation and trial experience; management of staff lawyers and their work products; effective legal support work for elected officials and agency staff; demonstrated creativity and innovation in programs and processes.

## COMPENSATION

The City of Bellingham has established a 2012 salary of \$125,172 for this position. The City offers an excellent benefit package and working conditions, including medical, dental and vision coverage for employees and their dependents. City employees participate in the Washington State Public Employees’ Retirement System with joint contributions by the City and the employee.

## APPLICATION

Please visit [www.cob.org/employment](http://www.cob.org/employment) to obtain the application materials. **The application deadline is February 3, 2012, 5pm.** To submit your application materials, please email them to KayCee Luxtrum at [kluxtrum@cob.org](mailto:kluxtrum@cob.org). Please verify you have included the following: Application Form, Cover Letter and Resume.

## SELECTION PROCESS

Final candidates will be selected around February 10, 2012. Finalists will be invited to attend the final interview process in Bellingham, scheduled for Friday February 24, 2012.



## City Attorney Applicant Instructions

Thank you for your interest in the City of Bellingham and the **City Attorney** position.

Please carefully review all the forms contained in this packet:

1. City of Bellingham Application Form
2. Applicant Data Information Sheet
3. Minimum Qualifications Checklist

If you believe you are qualified for the City Attorney position, please complete the enclosed forms. With this packet of information, please submit your resume and a cover letter addressing the following areas:

- *What experiences, skills and traits qualify you for this position?*
- *Why does the City of Bellingham's mission and service to the community appeal to you?*
- *Why is the City Attorney position the right next step for you in your career?*

Please submit completed materials by email to [kluxtrum@cob.org](mailto:kluxtrum@cob.org) or mail a hard copy to:

KayCee Luxtrum  
City of Bellingham  
Human Resources  
210 Lottie Street  
Bellingham, WA 98225

Questions regarding materials may be referred to KayCee Luxtrum by email or phone (360) 778-8234.

The final filing date for this position is 5pm on **February 3, 2012, 5:00pm.**

Please see position announcement for selection process dates.

***City of Bellingham values diversity at all levels of the workforce***

***Applicants with Disabilities:*** As provided for under the *Americans with Disabilities Act (ADA)*, the City will provide reasonable accommodation during an examination or testing process to candidates who request assistance.



**Build Your Career  
Serve Your Community**

**CITY ATTORNEY  
EMPLOYMENT APPLICATION**

Please complete this application by typing or clearly printing. Fully and accurately complete all application questions, even if submitting your resume. Use additional sheets provided if more space is required.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(State) (Zip)
Telephone (Day)	(Evening)	Email address

Are you a current or former City of Bellingham employee?  Yes  No

Please list position(s) and dates of employment:

Do you have the legal right to work in the U.S.?  Yes  No

*Note: All employment offers are contingent upon proof of eligibility to work in the U.S.*

Have you ever been dismissed, discharged, fired or asked to resign from a position?  Yes  No  
If yes, please explain.

<b>Education</b>			
Type of School	School & Location	Circle Yrs Completed	Degree/Certificate (Year higher level degree earned for verification purposes)
High School		9 <sup>th</sup> 10 <sup>th</sup> 11 <sup>th</sup> 12 <sup>th</sup> GED	
College or University Studies		1 2 3 4	
Graduate School		1 2 3 4	
Business or Tech. School		1 2 3 4	
Other Relevant Training or courses			

<b>License/Registration/Certificate</b>			
Description	State	Number	Expiration

## Work History

**Begin with your most recent experience.** List all jobs separately (including military) and identify gaps in employment. **A résumé will not substitute for the information required in this section.** Résumés may be attached, but do not write "See Résumé" in lieu of completing the application.

If employment was under different name, indicate name:

FROM:        /        /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	
HOURS / WEEK:		ADDRESS:
SUPERVISOR:		SUPERVISOR'S PHONE#:
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:        /        /	TITLE:	EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM:        /        /	TITLE:	EMPLOYER:
TO:            /        /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		SUPERVISOR'S PHONE#:
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE#:

FROM: / /	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: / /	PRIMARY DUTIES:	ADDRESS:
HOURS / WEEK:		
SUPERVISOR:		
ENDING SALARY:		
REASON FOR LEAVING:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No		SUPERVISOR'S PHONE#:

<b>ADDITIONAL EXPERIENCE (volunteer, internship, etc.):</b>
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### Application Release

- *To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time.*
- *I understand that I will be required to provide documentation showing authorization to work in the United States.*
- *I certify that I am not engaged in any activity or business that could be considered in conflict with the City's interest nor will I become engaged in such activity or business if employed.*
- *I understand that all application materials become the property of the City of Bellingham and will not be returned.*
- *I hereby authorize the City of Bellingham or its agents to solicit information regarding my previous employment, educational background and any other similar background information regarding my character, general reputation and credit, and to contact any previous employers and references I have given on my employment application regarding this information. I authorize all previous employers to furnish the City or its agents with any and all such information as described above that they may have regarding my employment and reason for leaving. I release all parties and persons connected with any such request for information or the furnishing of such information from all claims, liabilities and damages for any reason arising out of the request. If employed, I release the City from any liability for future references the City may provide regarding my work history.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 (ELECTRONIC SIGNATURE REQUIRED FOR APPLICATION TO BE COMPLETE)

## CITY OF BELLINGHAM APPLICANT DATA INFORMATION SHEET

Applicant Name:	Date:
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**EEO DATA**

The City of Bellingham is subject to certain governmental record-keeping and reporting requirements. In order to comply with these requirements, the City invites applicants to voluntarily self-identify their race/ethnicity. ***Submission of this information is voluntary and will be not be considered during the selection process.*** In addition, this information is removed from the application materials prior to review and maintained in a separate location.

**Race (check one):**    Asian   Black   Hispanic   Native American   White   Other

**Sex (check one):**                      Male                      Female

**RECRUITMENT SOURCES**

How did you hear of this position opening? Please choose one:

<input type="checkbox"/> City Posting (P) <input type="checkbox"/> City Employee (A) <input type="checkbox"/> Direct Mailing (M) <input type="checkbox"/> Friend or Relative (F) <input type="checkbox"/> Other (O): _____	<input type="checkbox"/> Placement Office (E): _____ <input type="checkbox"/> Website (R): _____ <input type="checkbox"/> City's Website (W): _____ <input type="checkbox"/> Newspaper (H/T): _____
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**CONVICTIONS**

Have you ever been convicted, pled guilty or not contested, forfeited bond or bail, been on parole or probation, or served time in prison for any crime other than traffic violations, in the last ten years?  
Yes    No

**If yes, explain below.** If necessary, please provide your response on a separate sheet of paper and attach to the Applicant Data Information sheet. Do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old.

**A conviction will not necessarily bar you from employment**

Date of Conviction	Charge	Disposition	City, County, State	Remarks

*To the best of my knowledge, the information herein is true and complete. I understand that falsification of information on this form will be grounds for elimination from further consideration; or, if employed, for dismissal at any time.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



# MINIMUM QUALIFICATIONS CHECKLIST

City Attorney

***Please complete the following checklist and return it with your application materials.***

QUALIFICATIONS	Yes	No
I am qualified to practice law in the state of Washington.		
I have been in legal practice in the State of Washington for not less than three (3) years preceding appointment.		
I have three years actual experience in, or knowledge of, municipal law.		
I have seven years practice of municipal law ( <i>strongly preferred</i> ).		
I have significant trial and litigation experience ( <i>strongly preferred</i> ).		
I have experience managing staff lawyers and their work products ( <i>strongly preferred</i> ).		
I have experience providing effective legal support work for elected officials and agency staff ( <i>strongly preferred</i> ).		
I have demonstrated creativity and innovation in programs and processes ( <i>strongly preferred</i> ).		
I believe I am qualified to perform the essential job functions of the City Attorney position and meet all the performance requirements of the job description.		

***I hereby certify that all statements made above are true and correct.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name