



*Downtown Kirkland*



*The Kirkland Justice Center in Totem Lake neighborhood*



*Marina Park located in Kirkland's Moss Bay neighborhood*



CITY OF  
**KIRKLAND, WA**  
invites your interest  
in the position of

# **CITY ATTORNEY**

Annual Salary Range:  
**\$174,956 – \$228,277**  
Plus Excellent Benefits Package

**First Review:  
May 1, 2024**



## THE COMMUNITY

The City of Kirkland, Washington, is located on the north-eastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles to downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. It has been ranked as one of the most livable cities in America. This lakefront community has a small-town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award winning parks, recreational activities, a quality educational system, accredited public safety programs and a healthy, vibrant business community. Incorporated in 1905, Kirkland has grown into a vibrant city of 92,151 residents.

## THE CITY

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups. Community members are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council-Manager form of government, with a seven member City Council and Council-appointed Mayor.

The City Council sets the policy direction for the City, incorporating public input received directly from community members and Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the CEO of the City, providing leadership, direction, and guidance. The City Manager is responsible for coordinating all day-to-day operations. The 2023-2024 biennial budget for the City is \$1 billion with a staff of approximately 756 FTEs.

Kirkland is a full service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships.

## CITY DEPARTMENTS INCLUDE:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works

## POSITION OVERVIEW

The City Attorney advises all elected and appointed officials, employees and Boards and Commissions in all legal matters pertaining to the business of the City. The City Attorney leads, plans, directs, and reviews the activities of the City Attorney's Office Department and serves as a member of the City's Executive Team under the direction of the City Manager.

This vacancy replaces the retiring City Attorney after nearly nine years of outstanding service.

### Principal Accountabilities:

- Provides and oversees the City's general legal services and manages contracts for outside legal services.
- Advises the City Manager on legal and policy matters as part of the Executive Team.
- Serves as chief legal advisor to the City Council.
- Maintains a cohesive legal department and creates a positive, productive, and progressive team environment.
- Ensures department goals and objectives are achieved and City policies are implemented.
- Provides effective leadership to Department staff.
- Makes timely responses to community member requests, concerns, and/or complaints.

## QUALIFICATIONS

- Education: Juris doctorate or equivalent degree.
- Experience: 10 years legal experience, including 3 years representing a municipal, county, or other governmental agency and 5 years in a management or supervisory capacity.

**Or:** In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to proficiently perform the essential duties and responsibilities listed above.

- Member in good standing of the Washington State Bar Association.



O.O. Denny Park located in Kirkland's Finn Hill neighborhood

## KNOWLEDGE, SKILLS, AND ABILITIES

- Operate in an ethical, professional, and respectful manner, remain objective when providing services given competing demands/points of view of elected and appointed officials, and the public.
- Establish and maintain cooperative and effective working relationships with elected officials and staff, law enforcement, legal and court officials, and stakeholders, both internal and external.
- Thorough knowledge of Washington municipal law and understanding of legal issues for a municipal government.
- Skilled at complex negotiations involving multiple stakeholders.
- Strong communication skills both verbal and written.
- Skilled in preparing briefs and other legal documents.
- Ability to work with elected officials on complex legal and policy issues in a setting where different objectives and/or adversarial viewpoints may exist.
- Understanding of the City's political environment and sensitivities.
- Well-developed problem-solving skills.
- Ability to communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Ability to establish and maintain cooperative, effective working relationships within the organization and with external customers and contacts.
- Ability to effectively supervise staff and to prioritize and delegate work.
- Ability to attract, retain, and motivate competent and professional staff.
- Ability to use discretion in handling very high-level confidential information ranging from personnel issues, litigation strategy, negotiations, and strategic planning for projects or acquisitions being considered by the City.
- Proficiency with personal computer and ability to coordinate technology applications pertinent to the Department's operations and management systems.

## APPLICATION AND SELECTION PROCESS

Visit [kirklandwa.gov/Government/Work-at-the-City](http://kirklandwa.gov/Government/Work-at-the-City)

All applications will be reviewed and screened based on the qualifications and requirements outlined in this request.

Applications will be accepted until the position is filled. First review is May 1, 2024.

Please submit resume and cover letter and address the following in your cover letter:

1. How your qualifications fulfill the requirements of the position
2. How your experience meets the needs for the position
3. What your unique qualifications and experience will bring to the City of Kirkland

**Please provide three references who can attest to your qualifications.**

The references must include contact name, address, telephone number and email address.

**References will be contacted only following candidate approval.**



*Juanita Bay Park in the Juanita neighborhood*



*Kirkland City Hall*

## COMPENSATION

**The City Attorney has an annual salary range of \$174,956 – \$228,277.**

**The City benefits package includes:**

- Medical/Dental/Vision plans with 100% City paid premium coverage for employee and dependents
- Free Employee Health Clinic
- Health Reimbursement Account (HRA/VEBA)
- City paid Basic Life Insurance (2x annual salary) and Long Term Disability Insurance (LTD)
- Washington State retirement system (PERS)
- Municipal Employee's Benefit Trust 401b (MEBT)
- ICMA Retirement Trust- 457 plan - Voluntary
- Vacation – 13 days per year, max accrual 25 days/year
- Sick Leave – 8 hours per month
- Paid Holidays – 13 days per year
- Management Leave – 50 hours per year (may be cashed out)
- Community Service Day & Floating Holiday – 1 day each per year
- Flexible Spending Account Options
- EAP & Wellness Program
- On-site Workout Facility
- ORCA Transit Pass
- Childcare – Discounted Rates



