



# The City of Franklin invites your interest in the position of **CITY ATTORNEY**

## **THE POSITION**

Under the appointment of City Council, the City Attorney performs work of considerable difficulty in protecting the legal interests of the City and serves as the chief legal advisor to Council and City Manager. As designated by Council, the City Attorney also serves as the chief legal advisor to other departments, boards, commissions and agencies of the City in all matters affecting the interests of the City.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED**

- ◆ Graduation from an accredited law school of recognized standing with a juris doctorate.
- ◆ Juris Doctor from an accredited law school.
- ◆ At least five (5) years of progressive experience practicing law, preferably municipal law; or an equivalent combination of training and experience
- ◆ Must have a minimum of four (4) years of management and supervisory experience.
- ◆ Current licensure by the Virginia State Bar, qualified to practice in federal and state courts, and the ability to maintain membership as a condition of continued employment.
- ◆ Must possess and maintain a valid state driver's license with an acceptable driving history.
- ◆ Comprehensive knowledge of local government, including Roberts Rules of Order, state and federal law.
- ◆ Thorough comprehension of judicial procedures, rules of evidence and methods of legal research.
- ◆ Comprehensive skill in formulating legal opinions, conducting complex litigations and professional judgement.
- ◆ Strong written and oral communication skills, analytical, research and problem-solving skills.
- ◆ Strong supervisory, organization and time-management skills
- ◆ Demonstrated ability to read, analyze, interpret and apply the most complex legal principles, precedents and documents.
- ◆ Demonstrated ability to present or respond orally or in writing effectively, persuasively and/or appropriately to highly complex, controversial and/or sensitive matters.
- ◆ Demonstrated ability to render immediate legal advice when necessary.
- ◆ Demonstrated ability to deal with competing priorities, varied instructions, and abstract/concrete variables.
- ◆ Demonstrated ability to establish and maintain effective working relationships with all public officials, staff and the general public.
- ◆ Demonstrated ability to exercise the highest degree of confidentiality and professionalism at all times.

# THE CITY

## MISSION STATEMENT

To protect the health, safety and welfare of the people who live, work and visit the City of Franklin by providing quality services in an effective and cost-efficient manner.

## VISION STATEMENT

By the year 2030, the City of Franklin, Virginia will maintain our small city identity, heritage, and beauty while being a regional hub for economic opportunities, first-class education, a job-ready workforce, and balanced housing options.

## HISTORY

Franklin was incorporated as a town in March of 1876. Due to its agricultural advantages and its industry, its growth has been steady. The first official census of 1880 listed 447 inhabitants. By 1950, the town had grown to about 5,000 residents. The Town became an independent City in 1961 and annexations in 1986 and 1996 increased land area as well as the population. The population is stable at approximately 8,300.

The City of Franklin has about two hundred full-time equivalent employees who support the delivery of a broad range of municipal services to residents and visitors in the areas of public safety, public works, utilities, recreation, social services, and general administration.

The City operates under a Council-Manager form of government as defined by the City Charter. The City is governed by a City Council which is comprised of six members elected by ward for staggered four-year terms and one member elected at-large for a two-year term to serve as Mayor.

## COMPENSATION AND BENEFITS

The City is committed to offering a competitive salary commensurate with the candidate's qualifications and experience. The City offers an a generous benefit package including participation in the Virginia Retirement System (VRS), health insurance coverage, life insurance, paid time off, and other supplemental benefits.

## APPLICATION PROCESS

**A formal review of applications will begin on January 13, 2025,** and those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial interviews. Applications received after that date may be considered until the position is filled. To be considered, please complete a City of Franklin Application and submit a cover letter and resume. Application and attachments may be submitted online by visiting: [www.franklinva.com/careers](http://www.franklinva.com/careers).

**For Additional Information,** please contact Human Resources at [jobs@franklinva.com](mailto:jobs@franklinva.com) or (757) 562-8508.

For more information about the City, visit [www.franklinva.com](http://www.franklinva.com).

The City of Franklin is an Equal Opportunity Employer

