



# City of Keizer, Oregon

*invites your interest in the position of*

## City Attorney

 Recruitment Services Provided by Ralph Andersen & Associates



## The Opportunity

The City of Keizer, Oregon seeks a legal advisor to join this municipal organization to replace a long-tenured and highly regarded City Attorney. This recruitment effort, statewide and national in scope, seeks a municipal generalist to provide value-driven leadership to this high-volume municipal organization. Reporting to the elected City Council, the City Attorney will be hands-on and work collaboratively in support of the seven-member City Council. As a member of the Executive Leadership Team, the City Attorney collaborates with the City Manager and the operating departments. The City Attorney will have the support of a legal assistant with additional staffing augmentation through outside counsel for various specialty areas.

*The City of Keizer is truly a great place to work! Both the City Council and City Management strive to create a relaxed, friendly, and supportive environment.*

## The Community

The City of Keizer, with a population of 39,376 residents, is a great place to live and work! The City is in the beautiful Willamette Valley and boasts nineteen public city parks, a volunteer community library and cultural center, world-class schools, and annual community celebrations including KeizerFEST. Keizer's weather is moderate throughout the year with summer temperatures in the 70's and 80's. Despite its growth since the 1990's and with the motto of Pride, Spirit, and Volunteerism, Keizer continues to preserve its small-town feel by supporting many volunteer organizations and community-wide events.

The Keizer area offers many cultural, sporting, and recreational activities, including the Oregon coast, water activities, hiking, mountain biking, and winter sports.



*Keizer Bottom was the original settlement site on the banks of the Willamette, but floods destroyed homes and businesses. The community was rebuilt in the present site. The original site of Keizer Bottom is now a city park named Keizer Rapids Park and features a dog park, playground, and nature walking trails.*



*Splash Pad at Chalmers Jones Park*

# City Government/Organization Structure

Incorporated in 1982, the City of Keizer has adopted fiscally conservative policies to maintain vital services in a coordinated, high quality and sustainable fashion. This philosophy has enabled the City to continue to provide basic services (parks, public works, planning, and public safety) while continuing strategic growth.

Keizer is governed by a volunteer council made up of a Mayor and six City Council Members. The Mayor serves a two-year term while the City Council Members serve four-year terms. Appointed by the City Council, the City Manager is the administrative leader of city government. The City of Keizer has a fiscal year [2023-24 budget](#) of approximately \$64.3 million with a staff of 103 full-time employees. To view the City's Organization Chart, click [here](#).



## Office of the City Attorney

The Office of the City Attorney serves as legal counsel to the City Council, City Manager, City departments, and various boards and commissions.

A vibrant and active city generates legal questions across a broad array of departments, and the City Attorney must be able to address a wide range of issues and work with various partners to find suitable solutions. Many of the areas of law handled by the City Attorney's Office revolve around land use and environmental concerns with recent legal matters encompassing issues related to urban growth boundaries and the need for expanded city services. Additional areas include code compliance, economic development, elections law, zoning, procurement and contracts, safety force issues, public records, municipal finance, and general municipal law. The City Attorney's Office occasionally prosecutes municipal code and state traffic violations in the Keizer Municipal Court. There are no criminal trials. Additionally, the City Attorney's Office is also involved to varying degrees in support and collaboration with city administration related to human resources, risk management, and staff training.

The City Attorney handles most legal matters while some specialty areas are outsourced to outside law firms with the City Attorney giving direction to participating law firms on behalf of the City.

# The Position

This is an at-will position and reports directly to the City Council. As such, the City Attorney provides legal advice, opinion, and research for the Mayor, City Council, and staff of the City of Keizer on City matters and represents the City in legal matters. The position covers a wide range of legal matters from prosecuting ordinance violations to representing the City in civil lawsuits. This work is done on a confidential and nonpartisan basis. In addition, the City Attorney may be directed or requested by the City Council to provide assistance to committees and commissions such as the Planning Commission.

The City Attorney often represents the City of Keizer and makes presentations to councils, boards, committees, commissions, and task forces about pressing or forthcoming legal issues. The City Attorney works with the Planning Director and attends most Planning Commission meetings.

The City Council performs annual performance evaluation through a formal and detailed process to assure that work is completed in accordance with Council goals, policies, guidelines, and directives.

# The Ideal Candidate

The incoming City Attorney will have exceptional communication and interpersonal skills and thrive in an organization that values frequent one-on-one interaction with a collaborative approach to problem-solving. The ideal candidate will support transparency, innovation, and community engagement resulting in understandable, usable solutions. Important to the City Council, the top candidate will demonstrate the ability to craft simple solutions that allow the Council and administration to move initiatives forward.

The incoming City Attorney will be recognized as an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of an issue. The City Council, as well as the City Manager, appreciates a City Attorney who is confident in stating a preferred course of action among the options presented, in order to further guide the policymakers and city management in determining the approach going forward. The ideal candidate will have the capacity to give strong, well-researched, and unbiased legal advice on a wide range of topics.

A commitment to public service and the core values of integrity, honesty, equity, and straight-forwardness are vital to the long-term success in this position. The ideal candidate should also be committed to City's recently adopted Customer Service Principles: friendly, trustworthy, empathetic, helpful, knowledgeable, and communicative. Other personal attributes include having a can-do attitude and knowing when a legal strategy may need to be re-visited due to new information or a change in Council policy and direction.

The City Council seeks a strategic legal advisor who can operate at a high-level yet is very involved in providing practical advice and counsel on operational issues. This position is a working attorney, so the need to be hands-on, performing the legal analysis, and doing the work is as equally important to being at 40,000 feet. Patience and approachability are also desired personal traits for the City Attorney. A desire for a busy activity level coupled with a sense of humor and humility will fully round out this legal professional to ensure a long-term commitment to the City of Keizer.

# Education and Experience

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A minimum of five years of law practice with extensive and progressively responsible experience in municipal law. Qualifying experience may be gained through direct involvement with a municipality or through a law firm that provides legal services to local government.

## Licenses, Certifications, and Other Requirements

- Active membership in good standing with the Oregon State Bar including meeting Continuing Legal Education (CLE) requirements (or qualifying for Admission through reciprocity with the ability to obtain OSB membership). Municipal attorneys practicing outside of Oregon are also encouraged to submit credentials for consideration provided reciprocity is achieved at start date.
- While there is no residency requirement, the City Council would prefer that the new City Attorney live within a 30-minute commute of the City of Keizer.
- Standard work week of Monday – Friday is anticipated at City Hall.
- Ability to pass a full background check (references, verifications, etc.).
- Possession of valid Oregon driver license or ability to obtain within 30 days after start date and continuous possession of such license thereafter.

# Compensation and Benefits

The City Attorney's employment contract is an at-will position and placement within the salary range is at the discretion of the City Council. The approved salary range is \$127,192 to \$165,942 and is dependent on the overall qualifications and experience of the successful candidate. The City Council will consider moving and relocation expense reimbursement typical for a public agency for the selected candidate.

Additional benefits include the following:

- Oregon Public Employees Retirement System
- Optional Deferred Comp with City match up to 6%
- Medical, Prescription, Dental, and Vision with choice of plans (pays up to 90%-100% of the premium based on selected plan)
- Term Life Insurance up to \$250,000
- Long Term Disability Insurance
- Vacation and Sick Leave
- Eleven (11) Paid Holidays
- Two (2) Personal Days
- Optional Flex Accounts
- On-Site Fitness/Weight Room
- Health and Wellness Incentive Program
- Access to On-Site Massage Chair
- Language Incentive

***Note: The City does not participate in Social Security except Medicare. More information available on request.***

# Application and Selection Process

Candidates are encouraged to **apply prior to Monday, November 13, 2023**. To be considered, candidates must submit a cover letter and comprehensive resume to [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

The City Council will conduct screening interviews in Round #1, potentially with the use of technology, although the final series of interviews will be done in person.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed. Additionally, requesting a specific date/time to discuss this career opportunity may be arranged by sending an email to: [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

## *Equal Employment Opportunity*

*The City of Keizer is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status or disability.*



[www.keizer.org](http://www.keizer.org)