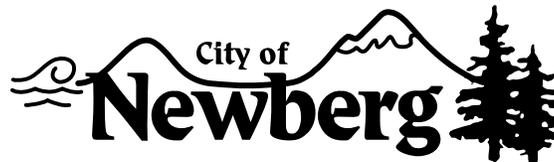


## **City Attorney Position Available** **(Closing date: June 17, 2013)**



**The City of Newberg, Oregon**, is offering an excellent career opportunity for an experienced legal professional to provide progressive, innovative leadership as Newberg’s new city Attorney.

### **The Community**

The City of Newberg (population 22,300) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.

Good schools, quality City services and active community involvement are among the attributes that help the City live up to its motto, “**Newberg, a Great Place to Grow.**” The City enjoys a highly diverse economic base. Many of the City’s “home-grown” businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor’s degrees in more than 40 majors, adult degree programs, and 12 master’s and doctoral degrees; a branch of Portland Community College; and Providence Newberg Medical Center are located in the City.

Newberg is the second largest city in Yamhill County, which is famous for its wineries and vineyards. The area’s wineries are among the finest in the state and have achieved world attention for their pinot noir varieties. Parks, boating, biking, hiking, hunting, fishing, golfing, athletic events, winery tours and tastings, a premiere destination resort, historic walking tours, the Hoover-Minthorn House, the Chehalem Cultural Center, theater and concerts, art galleries and special events bring tourists to the Newberg area. The community sponsors several major events each year including Tunes on Tuesday in the



Vineyards in the Newberg area

spring, Camellia Festival in April, the Old Fashioned Festival Days in late July, Friday Art Walk the first Friday of each month, as well as the boat races on Memorial Day weekend.

The community is on the threshold of some major changes. In the next year, construction of the first phase of a major state highway project will begin, which will result in a lot of truck traffic being taken out of the historic downtown Newberg. This will be known as the Newberg-Dundee Bypass, which has been 30 years in the planning. With this will come the continuing renaissance of the downtown area. The University is restarting their football program in 2014. The continuing reputation of the Allison Inn & Spa (both nationally and world-wide) will be attracting more visitors and likely residents to the city of Newberg.

A one-hour drive east will take one to the Cascade Mountains for skiing, climbing, camping, fishing and hiking. A one-hour drive east will also take you to the Columbia River Gorge for world class windsurfing, kite board sailing, and kayaking. A one and a half hour-drive west will take one to the breath-taking views of the Pacific coastline, with its many beautiful beaches for whale watching, surfing, and ocean kayaking.

The Newberg-Dundee area offers a wide variety of housing opportunities for its residents. The median sales price over the last twelve months since April 19, 2010, is \$225,800, which is a 4.5% increase from the prior twelve months. The property prices ranged from \$55,000, for a manufactured home in a park to \$1,500,000, for a country estate.

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

### **The Organization**

Incorporated in 1889, the City of Newberg is a Charter City and has a Council-Manager form of government. The City has a Mayor elected every four years and six Council Members who are elected to four-year terms as well.

The City has approximately 150 staff members with three unions (Police, Fire, and Public Works) and a FY 2012-13 budget of \$73 million, including \$13.6 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, City Attorney, Municipal Court, Police and Communications, Fire along with EMS (Ambulance Service), Library, Planning and Building, Engineering, and Public Works. The Council appoints the City Manager, the City Attorney and the Municipal Judge. Park and recreation services are provided by the Chehalem Park and Recreation District.

The City seeks to serve as a catalyst to create a "friendly, small city" next to the larger metropolitan area, be responsive to the physical and social needs of the community, support Newberg as an independent community that provides a broad range of services using all available public and private resources, and rely on



Rotary Centennial Park

innovative leadership and planning to achieve the vision of the future.

The City Council, the Mayor and staff are committed to quality leadership for the benefit of the residents of Newberg and will:

- be professional in their attitude and proficient in their tasks.
- encourage a spirit of cooperation in dealing with the mutual problems and challenges facing the community.
- expect and demonstrate courtesy and respect in all interactions.
- commit to total quality in all services provided.
- be accountable and effective stewards of the public trust and resources.
- display innovation and initiative in responding to the needs of the community.
- participate in and promote the exchange of ideas through open communications.
- recognize that all individuals living and working in the community are essential resources for achieving the City's mission and goals..

### **The City Attorney's Office**

The City Attorney's Office provides a full range of legal services to the City, including general counsel, liability defense and misdemeanor prosecution. The City is fully insured by City County Insurance service, and the City Attorney's Office coordinates all court defense work with the City's municipal court. The City Attorney's Office provides legal advice on a wide variety of public sector legal issues including, but not limited to, public meetings and records; elections; land use; planning; labor and employment law; public sector collective bargaining; financing public infrastructure; local budget law; purchasing and procurement; real estate transactions; inter-governmental agreements; ethical inquiries; and code enforcement. The Attorney's Office drafts and reviews ordinances (code provisions), resolutions, contracts and other legal documents to ensure compliance with local, state and federal law; represents the City in civil actions in state and federal trial and appellate courts and administrative agencies and prosecutes misdemeanors in municipal and circuit court.



Newberg City Hall

The Attorney's Office is comprised of the City Attorney, two paralegals and a code enforcement officer. The proposed FY 2013-14 budget for the City Attorney's office is \$454,500.

### **The Ideal Candidate**

The successful candidate will provide professional legal services and advice to the City Council, City staff, and City committees, commissions, and boards. The position is responsible for negotiating and finding creative solutions to issues in effort of preventing potential claims and lawsuits; drafting legal documents, preparing court briefs, prosecuting crimes, responding to and conducting civil lawsuits, advising city elected officials and staff as to legal rights, limitations and obligations; and other legal practices applicable to state, local and federal law. The City Attorney is an appointive officer of the City as provided for in Chapter VIII,

Section 35 of the City Charter. A majority of the council must appoint and may remove the attorney. The attorney must appoint and supervise, and may remove any City Attorney's Office employees. The City prefers that the City Attorney reside within Newberg city limits.

### **Education and Experience**

Graduation from an accredited law school with a Juris Doctor degree in law; three (3) years of experience as a practicing attorney; a license to practice law in Oregon; member in good standing of the Oregon State Bar Association; and a valid state Driver License. Experience in the practice of municipal, local or governmental law with emphasis and experience in Oregon land use, employment law and elections is desired. Demonstrated prosecutorial experience is also preferred. Any combination of education, experience and training which provides the required knowledge, skills and abilities to perform the essential functions of City Attorney may be considered.

### **Qualities**

The position requires:

- Extensive knowledge of state statutes relating to municipal affairs, and laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment, and traffic.
- Working knowledge of modern policies and practices of municipal law and public administration.
- Knowledge of state laws and local ordinances, resolutions, and orders.
- Skill in preparing briefs and enforcing all provisions of the City's franchises, leases, contracts, and other legal documents.
- Ability to prepare and analyze comprehensive legal reports; ability to carry-out assigned projects to their completion; ability to effectively communicate verbally and in writing; ability to establish and maintain effective working relationships with employees city officials, the court system, and the public; ability to efficiently and effectively administer a municipal legal department.
- Ability to represent the City at community events.
- Ability to serve on committees, commissions, and boards on behalf of the City such as revolving loan fund boards.
- Ability to work with state and federal representatives on projects related to the City, as well as legislation on behalf of the City.
- Ability to demonstrate effective personal traits such as initiative, creativity, judgment, fairness, and impartiality. Ability to demonstrate respect for individuals and City's franchises, leases, and contracts.
- Ability to foster a work environment that supports and encourages the investigation and implementation of innovative applications.
- Skill in operating personal computer, including word processing, network-connected, copier/printer/scanner, and electronic-file management.

### **Compensation**

The established salary range for the City Attorney position is \$104,000 to \$133,000. The starting salary will be dependent on experience and qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage. In addition, the City pays the full retirement contribution to Oregon PERS.

## How to Apply

If you are interested in this outstanding opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of five professional references. Send the cover letter, résumé, City of Newberg Employment Application (found on the City's Website at <https://www.newbergoregon.gov/jobs>), and references to Newberg City Attorney Recruitment, c/o MWVCOG, 100 High Street SE – Suite 200, Salem, OR 97301 or email to [nboyer@mwvcog.org](mailto:nboyer@mwvcog.org). **Please note that original, signed Employment Applications must also be mailed.** The closing date is **June 17, 2013.**



Newberg City Library

**Veteran's Preference** – The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at [www.newbergoregon.gov](http://www.newbergoregon.gov)) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Those deemed qualified will be provided to the City Council for review and selection of finalists. Interviews at the City of Newberg will be offered to those candidates named as finalists, with reference checks conducted after receiving candidates' permission. If you have any questions, please do not hesitate to call Nancy Boyer at (503) 540.1601. For additional information, visit the City's Website at: [www.newbergoregon.gov](http://www.newbergoregon.gov).

**The City of Newberg is an Equal Opportunity Employer**