



# City of Lake Oswego, Oregon

invites your interest in the position of

## City Attorney

Recruitment Services Provided by Ralph Andersen & Associates



# AN OUTSTANDING OPPORTUNITY



**CITY OF LAKE OSWEGO, OREGON**



*The City Council for Lake Oswego, Oregon (pop. 40,804) seeks a top legal advisor to join this high-performance organization. This nationwide recruitment effort for City Attorney is specifically seeking an experienced municipal generalist to provide value-driven leadership to a small and highly effective legal office. Reporting to the elected body, the City Attorney will be eager to work collaboratively in support of the seven-member City Council, as well as support the City Manager and operating departments to achieve established goals and priorities for this full-service city.*



## LAKE OSWEGO COMMUNITY

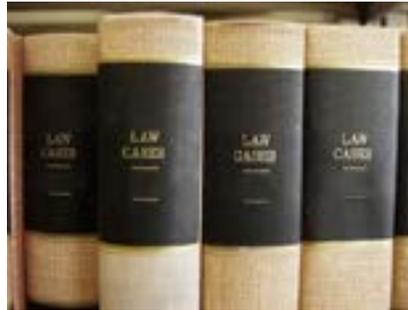
The City of Lake Oswego is a community rich with art, culture, historical resources, quality schools, vibrant business districts, and an abundance of activities and events for all ages.

Located in the northwestern corner of Clackamas County, on the banks of the scenic Willamette River and hugging the shore of a 405-acre lake, Lake Oswego is nestled among many of Oregon's greatest attractions – Mount Hood, the Oregon Coast, the Columbia Gorge, and nearby vineyards, farmlands, and forests. Lake Oswego is also ideally situated close to Oregon's major metropolitan areas – just eight miles south of downtown Portland and about 40 miles north of the state capitol in Salem.

Like other communities in Oregon, Lake Oswego is becoming more diverse. Creating a more equitable, inclusive, and welcoming Lake Oswego is part of the City's work and is vital for the community's future.

# LAKE OSWEGO COMMUNITY *CONTINUED*

Lake Oswego is a community of well-established residential neighborhoods. Residents of Lake Oswego have high expectations for outstanding City services, programs, and amenities. Although the City is primarily residential, there is some light manufacturing and commercial development. Most businesses are



located downtown near the Willamette River or in the Lake Grove business district and neighborhood. Commercial properties on Kruse Way, near the interstate highway, offer some of the best Class A office space in the region.

The City of Lake Oswego values and supports education, recognizing that quality education is good for the social and economic interests of the community. Lake Oswego is proud that the schools consistently rate as the best in the state and are nationally recognized. Residents have access to a variety of high-quality educational opportunities that provide for lifelong learning, including: the Lake Oswego School District (LOSD), private primary and secondary schools, and close proximity to Lewis and Clark College and Portland Community College Sylvania campus.

The City has over 600 acres of developed park property, undeveloped park lands, and natural parks and open spaces including 45 acres of recreation facilities. With a growing system of pathways around the community, each loop is designed to connect neighborhoods with schools, parks, and commercial centers. These pathways are multi-use and shared by walkers, runners, hikers, and pets. There is a city-owned water sports center and amphitheater on the Willamette River, a public swimming facility on the privately managed Oswego Lake, an 18-hole golf course, a working farm, and an indoor tennis center. These amenities, managed by the City's Parks and Recreation Department, help promote Lake Oswego as a great place to "live and play".

The City sponsors numerous community events throughout the year. The Farmers' Market, Summer Concerts, Movies in the Park, Fourth of July Celebration, Festival of the Arts, and Tree Lighting Ceremony are some of the free events available to the public.

# GOVERNING STRUCTURE

The City of Lake Oswego operates a council-manager form of government, which vests policy authority in a seven-member volunteer City Council and administrative authority for day-to-day operations in an appointed, professional City Manager. The City Council is the governing body of Lake Oswego, and the citizens elect members at large. The Mayor and Councilors are elected to four-year terms. The City Charter provides that the term of office for the Mayor and Councilors will not exceed a period of eight consecutive years. At least three Council positions are up for election every two years. In November 2022, three positions will be on the ballot. Newly elected Councilors will be sworn in and formally seated on the City Council in early January 2023.

The City of Lake Oswego provides excellent services through the following departments: City Manager; City Attorney; Finance; Fire; Human Resources; Information Technology; Library; Parks and Recreation; Community Development; Police; Public Works & Engineering; and the Redevelopment Agency.

The City employs 318 full-time and 40.8 part-time employees with a 2021-23 adopted biennial budget of \$406.7 million and a general fund of \$160.4 million. View the City's Biennial Budget in Brief 2021-23 [here](#).

## 2022 CITY COUNCIL GOALS

- ❖ Ensure a safe and secure community for all
- ❖ Support business investment and job creation
- ❖ Foster diversity, equity, and inclusion in Lake Oswego and in the City, as an organization
- ❖ Combat climate change by reducing greenhouse gas emissions and strengthening the community's resilience to climate impact
- ❖ Support continuous improvement, outstanding customer service, infrastructure investments, and fiscal policies that increase public trust in the City
- ❖ Invest in Lake Oswego's high-quality parks, natural areas, and recreational amenities
- ❖ Improve transportation connections, mobility, and safety for all travelers and for all types of trips in Lake Oswego
- ❖ Conserve the community's quality of life by planning for change and growth



# OFFICE OF THE CITY ATTORNEY

The Office of the City Attorney serves as legal counsel on a broad range of issues to the City Council, City Manager, City departments, and various boards and commissions, in areas that currently include code compliance, economic development, elections law, zoning and land use, procurement and contracts, safety force issues, public records, municipal finance, and general municipal law. The Office also prosecutes misdemeanor crimes, code violations, and state traffic offenses in Lake Oswego Municipal Court. The City Attorney's Office currently contracts for City Prosecutor services. 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.

In addition to the City Attorney, the Office of the City Attorney currently includes a full-time Deputy City Attorney (focused on land-use and contracts), a contracted part-time attorney (prosecutor), Legal Assistant, and Administrative Support II. The annual budget for the City Attorney's Office is approximately \$1.8 million, although cost for outside legal counsel vary from year to year.

## OVERVIEW OF THE POSITION

The City Attorney is the chief legal counsel for the City of Lake Oswego and is appointed by and serves at the pleasure of the City Council. As the primary legal counsel, the City Attorney provides sound legal advice to the Council and departments on significant policy, project, real estate and property acquisition, and financial matters, attends all regular City Council meetings, and drafts or reviews ordinances, orders, and resolutions that come before the elected body. Work is performed under the direction of the City Council with frequent day-to-day involvement of the City Manager. Additionally, the City Attorney advises the City Manager and departments on legal affairs of the City as well as drafts and reviews contracts, agreements, letters, and other legal documents.

# OVERVIEW OF THE POSITION *CONTINUED*

## PRIORITIES

- ❖ Develop and maintain positive relationships with the Mayor and City Council by quickly establishing trust, ensuring effective communication, and proactively providing sound legal advice.
- ❖ Develop an understanding of the organization, current culture, structure, and initiatives.
- ❖ Effectively partner with the City Manager and department directors to understand operational issues that may have legal implications and where departments need legal assistance.
- ❖ Quickly come up to speed on all legal aspects of current projects and initiatives. Rely on internal expertise provided by the Deputy City Attorney for broad range of land use and related matters, including contractual agreements.
- ❖ Strategically oversee, with input as appropriate from the Deputy City Attorney, outside legal counsel that provides complex legal advice on litigation matters to ensure the City remains on solid legal ground.
- ❖ Become actively involved on regional and statewide topics and issues impacting the local area, Clackamas County area and the State of Oregon.
- ❖ Oversee and become knowledgeable and appropriately involved with intergovernmental agreements.
- ❖ Maintain a high-level of visibility in the legal profession on a local and statewide basis to showcase the City of Lake Oswego as an organization committed to innovation and best practices in local government.
- ❖ Maintain a collaborative team environment, provide consistent leadership, delegate appropriately, and most importantly, empower staff.
- ❖ Strategically plan and proactively prepare for future staffing needs.



City of Lake Oswego, Oregon | City Attorney



# THE IDEAL CANDIDATE

The City Attorney will have exceptional communication and interpersonal skills and thrive in a high-performance organization. The ideal candidate will have a collaborative style that supports transparency, innovation, and community engagement. 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 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. With broad legal experience, the ideal candidate will also be able to evaluate controversial situations and present options in a clear and concise fashion. This 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. 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 ATTORNEY'S OFFICE  
PROVIDES LEGAL ADVICE AND  
REPRESENTATION TO THE CITY  
OF LAKE OSWEGO.**



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. Lake Oswego is one of the few communities that the City Attorney often has involvement with community members that seek additional information and clarity on new policies and City Council actions.

A healthy zest for life 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 Lake Oswego.

# QUALIFYING EXPERIENCE AND EDUCATION

**Experience:** A minimum of five years in the practice of municipal law, ideally with a successful track record as a City Attorney, Deputy City Attorney, or experience in a private law firm advising municipal governments with a full range of municipal services or a similar role in an equivalent type of organization, in order to successfully fulfill the requirements of the City.

- ❖ Ideal experience for this position will be as ***municipal law generalist*** although experience may have an emphasis in one or more specialty areas such as land use, urban renewal, real property and land acquisition, environmental law, public meetings and records, and civil and administrative law. Knowing Oregon land use and public contracts is a definite plus although with the expertise that exists in-house currently with the Deputy City Attorney, the new City Attorney will not need to be skilled in these specific areas of expertise to be considered for this position.
- ❖ The City of Lake Oswego retains outside legal counsel for most litigation matters. For this reason, the new City Attorney does not need to be an experienced litigator, although some knowledge and experience with litigation will prove beneficial in managing outside legal counsel.

**Education:** Equivalent to a Juris Doctorate from an accredited law school.

**License:** License and membership in good standing in the Oregon State Bar Association (or qualify for Admission through reciprocity with the ability to obtain OSB membership). Municipal attorneys practicing outside of Oregon will be given full consideration and are encouraged to submit credentials for consideration.

**Other Requirements:** The ability to be bonded in accordance with City standards is also required.

# COMPENSATION AND BENEFITS

The City Attorney contract is at the discretion of the City Council with a salary range of \$145,148 to \$176,412 and will depend on the qualification of the successful candidate. A summary of benefits may be viewed [here](#). The City Council will consider moving and relocation expense reimbursement typical for a public agency for the selected candidate.



## To BE CONSIDERED

Candidates are required to submit a comprehensive résumé and a compelling cover letter prior to **Monday, October 17, 2022**, for optimal consideration. Electronic submittals may be sent to: [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates at (916) 630-4900 or request an appointment to discuss further by contacting [scheduling@ralphandersen.com](mailto:scheduling@ralphandersen.com).

Preliminary screening interviews will be conducted by Ralph Andersen & Associates upon receipt of submitted material and will conclude in late October. Anticipated on-site interviews with the City Council will be held over a two-day period in mid-November. Candidates should be aware of the anticipated interview dates: Thursday, November 17 and Friday, November 18, 2022. Importantly, this schedule will allow for interview dates to follow the November Election.

Following final backgrounds and reference checks, the new City Attorney is anticipated to join the City of Lake Oswego in January 2023 or sooner, if possible. The Deputy City Attorney, long tenured with the City of Lake Oswego, will be serving as the City Attorney Pro Tem until a selection is made. This internal appointment will allow for a smooth transition for the new City Attorney and the ability to allow a degree of flexibility in start date.



### ***Equal Employment Opportunity***

***The City of Lake Oswego is an equal employment opportunity employer and celebrates diversity, equity, and inclusion in the workplace.***

**[www.ci.oswego.or.us](http://www.ci.oswego.or.us)**