



CITY OF SEATTLE

Civil Division Chief

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| SALARY: | \$159,697.14 - \$194,037.84 Annually |
| LOCATION: | Columbia Center, 701 5th Avenue, Suite 2050 Seattle, Washington |
| JOB TYPE: | Civil Service Exempt, Regular, Full-time |
| SHIFT: | Day |
| DEPARTMENT: | Law Department |
| BARGAINING UNIT: | Not represented |
| CLOSING DATE | 03/01/22 04:00 PM Pacific Time |

POSITION DESCRIPTION:

The Seattle City Attorney's Office is seeking a Civil Division Chief to manage complex civil matters in the City of Seattle's fast paced and demanding environment. The Civil Division's main purpose is to help City client departments navigate obstacles and achieve policy goals by strategically using resources to meet diverse demands. Overcoming the challenges of changing laws, limited resources, and evolving client expectations takes agility and creativity.

In this role, you will lead a team of over 100 attorneys and legal support staff to provide legal counsel and representation to the City's elected and appointed officials and departments. The Division is organized into seven specialized areas of practice that provide legal advice and litigate at all levels of state and federal courts and administrative agencies: Contracts-Utilities, Employment, Environmental Protection, Government Affairs, Land Use, Regulatory Enforcement & Economic Justice, and Torts. The goal of our work is to serve the public interest by providing affordable, high quality advice and representation to best achieve City goals in compliance with state, federal, and local laws.

The Civil Division Chief also serves as a member of the City Attorney's Executive Team and has primary responsibility for approving and managing contracts with outside counsel.

Besides this opportunity to join and lead a team dedicated to public service, the City Attorney's Office offers a generous benefit program which includes paid leave benefits, paid parental and family leave, low cost health benefits, and the opportunity to participate in a defined benefit retirement program.

JOB RESPONSIBILITIES:

Oversee the work of the Civil Division sections

- Assure all sections provide prompt, high quality advice, and all matters are appropriately staffed and litigated
- Oversee matters requiring staffing across multiple sections or Divisions
- Provide leadership, supervision, and mentorship to experienced legal professionals
- Oversee hiring and management of outside counsel when required for subject matter expertise, or due to capacity or conflict of interest issues
- Aid in preparing legal opinions for the Mayor's Office, City Council, and client departments

Manage settlement strategy and use of the Judgment Claims Fund

- Meet regularly with assigned attorneys on high risk and high-profile matters to review strategy
- Monitor use of Judgment Claims Fund, and assist in forecasting expenditures
- Review and approve all recommended settlements over \$100k
- Assure the City Attorney has information to determine the value of recommended settlements over \$200k
- Assure the Mayor's Office and City Council are informed of all recommended settlements over \$500k

Facilitate communication between City Attorney, Division attorneys, and clients

- Evaluate controversial situations and present options in clear and concise fashion
- Facilitate communication between the City Attorney, Division attorneys, and clients
- Keep the City Attorney informed about high-profile matters and important developments
- Coordinate preparation for and scheduling of Executive Sessions before City Council

Lead, manage, and develop Division employees

- Provide coaching to facilitate performance growth at all levels
- Supervise and review the performance of all section directors and Civil Division Manager
- Make recommendations to the City Attorney regarding hiring and termination
- Reassign and coordinate resources across sections as necessary
- Manage experienced professionals, and delegate tasks and authority as appropriate

Collaborate with other members of Executive Team on Division administration

- Participate in preparation of the department budget
- Assist in drafting and implementation of litigation, settlement, and administrative policies
- Advocate for Division needs and resources
- Support department work related to the Race and Social Justice Initiative
- Participate in meetings relating to department business, goals, and strategic plans

QUALIFICATIONS:

To succeed in this role, the selected candidate will have:

- The ability to skillfully manage situations requiring diplomacy, fairness, and sound judgment;
- Excellent writing, research, and communication skills;
- Significant experience in complex case and project management;
- Demonstrated expertise in legal matters affecting municipal government, such as labor relations and grievances, land use and planning, public finance and works, contracts and bidding, public records and open government, constitutional and charter issues, public safety law, and drafting of ordinances and resolutions;
- Knowledge of state and local laws, including an understanding of City of Seattle policies and needs;
- Extensive strategic leadership skills, including managing change and organizational development;
- Experience with supervision, management, and team leadership; and,
- At least 10 years of experience practicing law.

This position requires membership in good standing with the Washington State Bar Association, or licensure in another state with the ability to waive into Washington upon offer.

ADDITIONAL INFORMATION:

The Civil Division of the City Attorney's Office seeks to set salaries based on objective measures of experience and range from \$159,697.14 - \$194,037.84 annually. Salaries are not subject to negotiation.

Our office is abiding by public health guidelines and maximizing telework arrangements for our employees except for necessary essential in-person work. The selected candidate will work with their direct supervisor on alternatives to meet workload requirements while considering public health guidelines.

All City of Seattle employees are required to be fully vaccinated against COVID-19. Failure to submit proof of vaccination or qualify for a reasonable accommodation will result in withdrawal of a job offer.

For your application to be accepted you must:

- Complete the online City Application,
- Attach a resume detailing your relevant experience, and
- Attach a cover letter describing your unique interest in the position and applying your relevant experience to the requirements and qualifications of the job.

The interview process will involve two or more rounds of interviews and may require the submission of a writing sample.

This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2022-00078

<http://www.seattle.gov/jobs>
CIVIL DIVISION CHIEF
GL

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov

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Civil Division Chief Supplemental Questionnaire

* 1. Are you an active member in good standing with the Washington State Bar Association?

Yes No

* 2. If no, please explain at what stage you are at in the process and your ability to waive in upon offer.

* 3. Are you fully vaccinated against COVID-19?

Yes No

* Required Question