



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Assistant City Attorney

SALARY:	\$79,722.00 - \$89,010.00 Annually
OPENING DATE:	03/09/21
CLOSING DATE:	Continuous
FLSA:	Exempt
UNION:	Non-Union
GRADE:	24
POSITION STATUS:	Regular Full Time
GENERAL PURPOSE:	

Interviews will begin two weeks after the position being posted

This position is responsible for providing assistance to the City Attorney in providing general legal counsel to the mayor, city council and city departments. This position may also be responsible for enforcing city ordinances, regulations and bylaws and representing the city in civil and criminal litigation cases. This position is an annual mayoral appointment, subject to approval by the city council.

ESSENTIAL JOB FUNCTIONS:

**As Assigned by the City Attorney and Subject to Supervision by the City Attorney.
An Assistant City Attorney shall:**

- Act as an assistant corporation counsel and city attorney for the City of Burlington;
- Conduct thorough and accurate legal and policy research and analysis;
- Develop legal opinions and provide general policy advice to city council, the mayor and city departments and boards, as requested;
- Draft and/or review legal documents (including agreements and contracts), ordinances, and other rules and regulations as required;
- Coordinate and review public records responses and production and provide advice concerning open meeting law compliance;
- Negotiate and prepare documents for real estate transactions and provide legal advice relating to development activities involving the city;
- Enforce city ordinances, regulations and city bylaws in administrative forums and courts;
- Provide legal advice to city administrative agencies concerning contested cases, as well as the implementation and development of ordinances, regulations, or policies;

- Represent the city in litigation before state and federal courts and administrative agencies; including all aspects of pleadings, discovery, negotiation, settlement, trial, and appeals;
- Assist in representing the city in legislative or lobbying activities;
- Provide staff support to city council committees and other public bodies.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Juris Doctor or equivalent required.
- License to practice law in the State of Vermont required.
- Admitted to practice before and in good standing with the Vermont Supreme Court, the U.S. District Court and Second Circuit Court of Appeals, or if not yet admitted, eligible for admission.
- Excellent and efficient oral communication skills, including the ability to communicate effectively one-on-one and with groups of various sizes and skills.
- Demonstrated ability to provide sound legal advice, exercise good judgment, and solve problems.
- Excellent, coherent, and well-organized written communication skills, including the ability to explain and advocate using plain language.
- Ability to establish effective relationships with city officials, colleagues, and members of the public.
- Ability to work effectively in an advisory capacity with diverse groups of people.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to conduct legal and other types of research and to analyze the results of that research accurately, thoroughly, and efficiently.
- Regular attendance at the office and other locations in and outside the city, as needed.
- Ability to understand and comply with city standards, safety rules and personnel policies.
- Ability to conduct and accurately analyze legal research thoroughly and efficiently
- Ability to effectively and accurately draft memoranda, litigation documents, agreements, new ordinances and policy initiatives.
- Demonstrated experience in efficient handling of electronic records.
- Interest in and ability to analyze and make recommendations on policy initiatives.
- Demonstrated comfort with electronic communication, research, and organizational tools.

ADDITIONAL INFORMATION:

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at 802-540-3057.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Position #0301-05-002
ASSISTANT CITY ATTORNEY
NA

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

careers@burlingtonvt.gov

Assistant City Attorney Supplemental Questionnaire

* 1. Do you have a Juris Doctor or equivalent?

- ☐ Yes
☐ No

* 2. Do you have a license to practice law in the State of Vermont?

- ☐ Yes
☐ No

* 3. Have you been admitted to practice before and are in good standing with the Vermont Supreme Court, the U.S. District Court and Second Circuit Court of Appeals, or if not yet admitted, eligible for admission?

- ☐ Yes
☐ No

* Required Question