



CITY OF
IOWA
COLONY

CITY ATTORNEY



This is a tremendous opportunity for an experienced, public service oriented legal professional to serve in a “brand-new” role as the City’s first full-time attorney and help support the successful growth of the organization and community.

■ OVERVIEW ■

Iowa Colony, Texas is located in Brazoria County and 22 miles south of downtown Houston along State Highway 288. The City is a rapidly growing area offering small-town southern charm but convenient access to big city amenities and attractions close by. The City’s current population is approximately 11,000 residents and spans 12 square miles, with a future growth anticipated between 60,000 and 80,000 residents. The City’s extraterritorial jurisdiction includes roughly 15 additional square miles, so annexations could result in about 27 square miles at build-out.

The City of Iowa Colony is governed by a council/manager form of government, which combines the political leadership of elected officials with the managerial expertise of an appointed local government manager. The Iowa Colony City Council is comprised of the Mayor and 6 City Council members. Of those 6 members, 3 members represent one of the three districts in the City. The Mayor and the other 3 members are elected at-large, to represent the City. Per the City charter, the City Attorney, City Manager and Municipal Judge are appointed by and report to the Mayor and City Council.

The City of Iowa Colony is comprised of the following departments: Administration, City Secretary, Code Compliance, Community Development, Finance, Municipal Court, Parks, Public Works, and Police. There are 23 FTEs, with 14 of those positions within the Police Department and an annual general fund budget for FY 22-23 of \$7.58 million.

To learn more, visit: <https://www.iowacolonytx.gov/>

■ POSITION OVERVIEW ■

The City Attorney role is a brand-new position for the City of Iowa Colony, as legal counsel and services were previously provided under a long-term contract with an outside law firm. This position will serve as the legal advisor for all meetings of the City Council to provide legal opinions and advice on parliamentary process of the City Council, contemplated actions of City Council and City Manager, legal ramifications of pending litigation and potential legislation under consideration by City Council. The City Attorney will draft, review, negotiate and update legal documents, including ordinances, resolutions, amendments, agreements, policies, and personnel actions to ensure the City is in compliance with legal requirements.

This role is essential in providing confidential and complex legal services and advice to the Mayor and Council, the City Manager, and to all City boards, commissions, and departments, as well as attend legislative sessions, as needed, to represent and promote the best interests of the organization. The City Attorney will also manage, and direct outside counsel hired or retained by the City.



■ CHARACTERISTICS OF THE IDEAL CANDIDATE ■

The ideal candidate shall be a person of exceptional character who maintains very high ethical standards, has the flexibility to adapt to changing priorities, and has the professional leadership presence to earn the confidence and trust of others. The successful candidate must be able to thoroughly research and analyze problems, evaluate risks, develop sound conclusions and recommendations, as well as have the ability to effectively provide legal advice and guidance in a respectful manner regarding the laws and policies surrounding legal matters and the differences in those aspects. This role requires someone with exceptional interpersonal skills, balanced by the ability to handle sensitive situations with tact, diplomacy, and the utmost confidentiality. An ideal background that would complement the community's residential and commercial growth would include experience working with development agreements, vendor service contracts, 380 agreements, contracts with TIRZs and MUDs, construction contracts, as well as tax abatements. Prior experience representing the City in civil litigation matters and dispute resolutions is also desirable.

The ideal candidate for **City Attorney** shall also have the following core competencies:

Politically Astute – Successfully communicates and collaborates with the Mayor & Council, City Manager, senior leadership team, community, and civic leaders; strives to build consensus amongst leadership and ensures fairness and consistency in responsiveness and engagement; maintains positive, productive partnerships with other local, regional, and state leaders, and agencies.

Communication Skills – Listens attentively to understand the needs, intentions, and values of others; is an outstanding written and verbal communication, analytical, negotiation, and presentation skills; handles sensitive situations with tact, diplomacy, and a calm demeanor.

Strategic Thinking & Foresight – Has the patience and perseverance to foster and implement the mission, vision and direction of the City; seeks “best practices” and trends for continued growth and relevance; develops short and long-range achievable goals and works strategically to achieve them; makes informed and sound

decisions; adapts to ongoing challenges and capable of pivoting and re-directing when necessary; provides direction by clearly and effectively setting courses of action; is a talented problem solver.

Legal Acumen – Has expertise in criminal law and procedures and Constitutional law as they relate to cases in municipal court and on appeal; maintains a working knowledge of laws affecting municipalities including but not limited to the Public Information Act, Texas Local Government, Government, and Health and Safety Codes for purposes of civil code enforcement, procurement, and contracting regulations.

■ MINIMUM QUALIFICATIONS ■

- A Juris Doctorate from an accredited law school.
- 5 years of progressively responsible experience in the municipal law required with up-to-date legal knowledge.
- Candidates must be an active member in the State Bar of Texas and licensed to practice law before the U.S. District Court and U.S. Circuit Court of Appeals.
- Must possess and maintain a valid Texas Driver's License, or the ability to do so.

■ COMPENSATION & BENEFITS ■

The salary range for this position is **\$136,194 - \$206,006**.

The target hiring range for this position is **\$136,194 - \$153,287**.

The starting salary will be commensurate on the qualifications and experience of the successful candidate. The City also offers an attractive benefit package. **Candidates must live within an appropriate distance from the City to attend all necessary meetings and activities.**

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE ■

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references by **Monday, January 23, 2023**. The resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://www.cpshr.us/recruitment/2139>.

For additional information about this position please contact:

KYLIE WILSON
kwilson@cpshr.us
www.cpshr.us

CPS HR CONSULTING



Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city. Media checks, and a comprehensive reference and background check will be performed on final candidates.

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