



# SENIOR ASSISTANT CITY ATTORNEY







## ■ WELCOME TO GEORGETOWN, TEXAS

Founded in 1848, Georgetown serves as the county seat for Williamson County and is home to the oldest university in Texas, Southwestern University. Georgetown has a current population of over 100,000 residents and is comprised of 61.25 square miles within the City limits. With an extra-territorial jurisdiction (ETJ) extending to 119.47 square miles, the population is estimated at just over 125,000 inclusive of extra-territorial jurisdiction (ETJ) residents.

The City is famous for its historic downtown square, the new Two Step Inn music festival, the annual Red Poppy Festival, its public parks, and the annual Lighting of the Square, welcoming in the holiday season. Georgetown welcomes you to share in our traditions and make them part of yours. Whether it's a cool dip in Blue Hole or a family hike at Garey Park, everyone is welcome to enjoy the exceptional beauty of Georgetown.

## ■ ABOUT THE ORGANIZATION

Georgetown is a home-rule city run under the council-manager form of government. The Mayor and seven Council Members hire the City Manager to lead day-to-day operations for the City. The City Attorney is also hired by the City Council and reports directly to the Council. The City of Georgetown has over 1,000 FTEs and an overall City budget totaling \$879 million, of which \$308 million is funding capital projects. In addition to being a full-service city, Georgetown has a general aviation airport, runs a City-owned electric utility, and has a CCN to provide water service to a 400 square mile area. Georgetown was recently upgraded by S&P to a AAA tax-supported bond rating, and a positive outlook on the A+ revenue bond rating, highlighting the financial strength and stability of the organization.

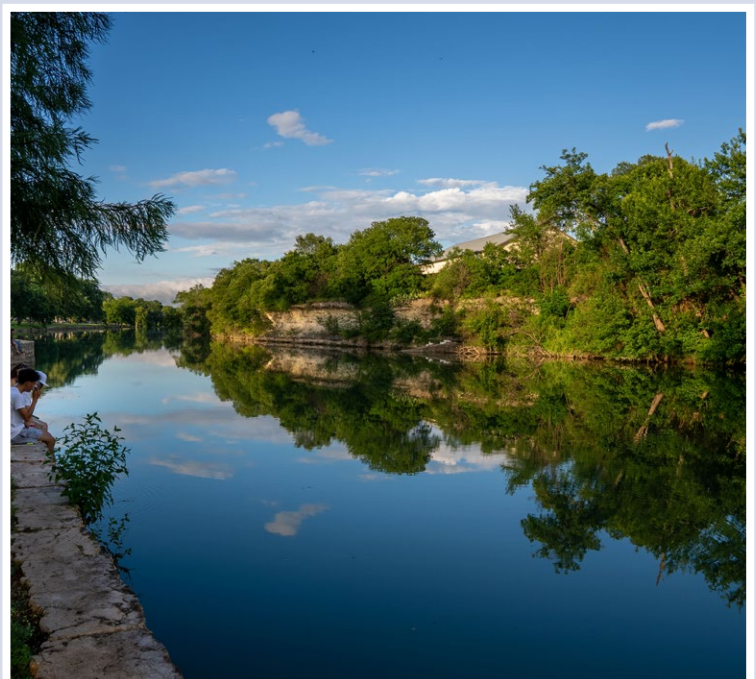
*For more information, visit the City of Georgetown's website: <https://georgetowntexas.gov/>*

## POSITION OVERVIEW

The Senior Assistant City Attorney will act as the primary attorney assigned to handling certain specialty legal areas including, but not limited to, utility law, employment law, land use and development law, transportation law, or finance. This position will also serve as the primary contact and managing attorney on large projects, including managing outside legal counsel. This position will also assist in overseeing the workflow of projects, and prioritizing, assigning, and potentially reviewing work of more junior attorneys in the future. This is a wonderful role for someone looking for an intellectual challenge and interested in growth opportunities within municipal law to work on a number of complex projects and contract negotiations for a rapidly growing community like Georgetown.

### Additional Key Responsibilities:

- ◆ Advise the City Council, the City Manager and departments of new and proposed state or federal legislation, legal conditions, and current or future legal trends affecting City operations; interpret laws, rulings, and regulations for City officials and staff.
- ◆ Assist the City Attorney in representing the City in litigation, disputes, and controversies, including preparing legal briefs, developing strategy, arguments and testimony in preparation of trial and hearings, including administrative hearings.
- ◆ Assist the City Attorney with legislative matters, including tracking proposed federal and state bills, analyzing proposed legislation, and collaborating with the City's government relations team and the Texas Municipal League.
- ◆ Draft, review, and negotiate numerous purchasing contracts on a regular basis.
- ◆ Draft documents including ordinances, resolutions, contracts, agreements, deeds, leases, easements, etc.
- ◆ Research relevant law and issue legal opinions evaluates the impact on city policy and procedures and prepares legal opinions.





## THE IDEAL CANDIDATE

The ideal candidate will have at least five years of specialized experience in regulatory, water, and electric utility or land use law and will be detail-oriented and familiar with state statutes and local code. Previous experience working in-house for a city or public utility is strongly preferred.

The ideal candidate should be an articulate, engaging, and decisive legal professional with excellent political acumen and situational awareness. 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 intelligently explain legal concepts to different levels of audiences in a clear and direct manner. Candidates must have the flexibility to adapt to changing priorities, leadership presence, and enough legal experience to navigate high-pressure situations.

The new **Senior Assistant City Attorney** shall also have these core competencies:

- ♦ **Legal Acumen** – Has legal expertise and knowledge required to provide objective legal advice focused on the desired outcomes; has the ability to think creatively and provide alternative solutions; and is a quick learner who is not afraid to expand their expertise into new areas.
- ♦ **Communication Skills** – Listens attentively to understand the needs, intentions, and values of others; has an outstanding written and verbal communication, analytical, negotiation, and presentation skills; handles sensitive situations with tact, diplomacy, and a calm demeanor.
- ♦ **Organization and Focus** – Has excellent organization skills and the ability to manage multiple tasks; prioritizes demands based on legal risk and client needs; and follows-up as needed to ensure legal advice is complete.



## MINIMUM QUALIFICATIONS

- ♦ A Juris Doctorate from an accredited law school
- ♦ At least five (5) or more years of legal experience including at least two (2) years relevant to municipal law and demonstrating a specialized knowledge in real estate, utility, employment, or other municipal focus
- ♦ Candidates must be licensed to practice law in the state of Texas and be in good standing or be eligible to obtain such license within one year of employment through admission by motion AND be eligible to practice law in Texas pending such admission at time of employment.

# COMPENSATION AND BENEFITS

The hiring range for this position is **\$106,408.12 – \$133,307.20**.

The salary range for this position is **\$106,408.12 – \$133,307.20 - \$160,174.00**.

The starting salary will be commensurate with the qualifications and experience of the selected candidate.

***The City's telework policy allows for this to be a hybrid position, so candidates must be comfortable working effectively in a remote capacity.***

The City of Georgetown offers a comprehensive benefits package to support employees and their families, including:

## Health & Wellness

- ◆ Health Coverage: Flexible medical plans (PPO/HSA) via United Health Care
- ◆ Dental & Vision: Affordable coverage through Delta Dental and Ameritas Vision Plans
- ◆ Life & Disability Insurance: Voluntary life, AD&D, and short-term disability; City-funded long-term disability
- ◆ Wellness Program: Navigate Wellness app for physical, emotional, mental, and financial health
- ◆ Fitness: Free Recreation Center memberships and One Pass Select fitness access

## Benefit Leave

- ◆ Parental Leave: Paid leave for childbirth, adoption, or foster care
- ◆ Vacation: Up to 12 days annually in the first year
- ◆ Sick Leave: One day per month for full-time employees
- ◆ Holidays: 13 paid holidays each year
- ◆ Personal Holidays: Two days annually

## Professional Development

- ◆ Tuition Reimbursement: Financial assistance for career-related courses
- ◆ The Organizational Development department, which focuses on employee personal and professional growth.
- ◆ Texas State Bar dues reimbursement

## Additional Benefits

- ◆ Employee Assistance Program: Confidential 24/7 support
- ◆ Retirement: TMRS with 2:1 City match, plus deferred compensation and ROTH options
- ◆ Legal & Critical Illness: Access to affordable legal services and Aflac coverage

## Extra Perks

- ◆ Library Access: Free library cards for employees and families
- ◆ Recreation Discounts: Free parks and recreation gym membership; Discounts on camps and registration at Recreation Centers





# APPLICATION PROCESS

The deadline to apply is **Friday, May 30, 2025**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). Your resume should indicate the size of staff and budget you have managed and reflect both months and years with regards to the employment dates for current and prior positions held.

Please submit your materials to: <https://www.cpshr.us/recruitment/2449>

For additional information about this position, please contact:



**KYLIE WILSON**

Principal HR Consultant

CPS HR Consulting

Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)

Website: [www.cpshr.us](http://www.cpshr.us)

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. A comprehensive reference and background check will be conducted on the final candidate.

