



CITY OF GALVESTON, TEXAS

City Attorney





THE CITY

Galveston Island is a unique coastal community on the upper Texas Gulf Coast. Located just 50 miles southeast of Houston, the island stretches 32 miles long and 2.5 miles wide and is home to just over 50,000 residents. The island is a major regional destination, attracting more than 7 million visitors annually.

Galveston is a rare combination of economic opportunity, coastal beauty, cultural richness, and historic character making it an attractive place to live, work, and raise a family. Galveston offers amenities of a larger city while maintaining the welcoming feel of a small-town community. With a strong and diverse economy, thriving tourism industry, a strategic Gulf Coast location, and exceptional quality of life, Galveston continues to be one of Texas' most unique and desirable communities for residents, businesses, and visitors alike.

Its strategic location, diverse economy, and vibrant tourism industry have established Galveston as a vital contributor to the economy which is built upon a strong and diverse foundation anchored by maritime and port operations, healthcare and medical services, higher education and research, as well as tourism and hospitality. It is home to over 6,000 hotel and lodging rooms, two convention centers, and the fourth busiest cruise port in the United States. These assets support a robust tourism sector while also creating employment and investment opportunities throughout the community.

Known historically as the "Wall Street of the Southwest," Galveston has an Old World charm and is committed to preserving its rich heritage through beautifully restored historic architecture, museums, and cultural districts, while fostering future economic opportunities, with the Historic Downtown Galveston and the Strand District serving as vibrant centers of commerce, entertainment, and cultural activity.

While Galveston's beaches remain its most popular attraction, the island offers much more than its 32 miles of Gulf Coast shoreline. Visitors and residents enjoy a year-round tropical climate, rich cultural experiences, natural amenities, and a wide range of entertainment options. Galveston hosts more than 80 annual events such as Mardi Gras! Galveston, Dickens on The Strand, the Lone Star Rally and Ironman Triathlon. Some of the notable attractions include Moody Gardens, Schlitterbahn Waterpark, Historic Pleasure Pier, The Bryan Museum, along with Margaritaville Beach Cottage Resort Galveston that is set to open in late 2028 or early 2029.

■ THE ORGANIZATION

The City of Galveston is a full-service Home Rule municipal organization. In accordance with its City Charter, the city operates under a City Council - City Manager form of government with a Mayor and six District Council Members. The City Council appoints the City Manager, City Secretary, City Auditor, City Attorney, Tax Collector (currently outsourced to Galveston County), and Municipal Court Judge. The Mayor is elected at large and each of the six Council positions are elected by their district for two-year terms. The City Manager serves as the chief administrative and executive officer of the City. The City of Galveston has a staff of approximately 925 FTEs. The City operates on approximately a \$553.2 million budget.

To learn more, go to: <https://www.galvestontx.gov/>





■ THE POSITION

The City Attorney serves as the chief legal officer and trusted advisor to the City Council, providing strategic legal guidance that advances the City's mission, protects its interests, and supports transparent, effective governance. This highly visible executive leader oversees all legal affairs of the City, serving as legal counsel to elected officials, the City Manager, department leaders, boards, commissions, and committees. The City Attorney ensures that municipal operations, policy decisions, and legislative actions are carried out in full compliance with federal, state, and local laws while supporting the City's long-term strategic objectives.

As the head of the City Attorney's Office, this position directs a comprehensive municipal law practice encompassing litigation management, land use and zoning, civil code enforcement, labor and employment matters, public procurement, contract administration, legislative affairs, risk management, and economic development initiatives. The City Attorney is responsible for drafting and reviewing ordinances, resolutions, contracts, policies, and other legal instruments that shape City operations and public policy. This leader also provides sound legal counsel on complex and often high-profile issues, helping City leaders navigate emerging legal challenges, regulatory changes, and matters of significant public interest. The City Attorney will oversee 5 FTEs to include a Sr. Assistant City Attorney, Assistant City Attorney (3) and an Executive Assistant, along with managing an annual operating budget of approximately \$1,128,850.

The City Attorney represents the City in litigation, administrative proceedings, mediation, arbitration, and Municipal Court actions, while coordinating effectively with outside counsel when specialized expertise is required. The role requires exceptional legal judgment, political acumen, and the ability to build collaborative relationships with elected officials, executive leadership, community stakeholders, and regulatory agencies. The City Attorney also serves as an influential advisor on legislative matters, tracking and interpreting state and federal developments that may impact municipal operations and advocating for the City's interests before legislative and governmental bodies.

This position plays a critical role in supporting the City's economic vitality and growth through expertise in municipal finance and development initiatives, Hotel Occupancy Taxes, Municipal Utility Districts (MUD) and the evaluation and negotiation of economic development agreements. The ideal candidate brings extensive knowledge of municipal, state, federal, and constitutional law, along with demonstrated experience in land use, civil service, collective bargaining, public information requirements, and complex civil litigation. Success in this role requires an exceptional communicator and strategic leader who is committed to public service, ethical governance, and delivering practical legal solutions that benefit the City and its residents.

In all aspects of the position, the City Attorney fosters public trust by maintaining the highest standards of professionalism, integrity, accountability, and confidentiality while supporting the City's commitment to responsive customer service, effective governance, and the well-being of the community. This position is a strategic partner with City Council and City Leadership in shaping policy, managing risk, advancing economic development, and ensuring that the City can effectively serve its residents today and into the future.

CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall be a highly respected municipal law professional and strategic advisor who combines exceptional legal expertise with sound judgment, political acumen, and an unwavering commitment to public service. This person must have impeccable integrity and character, along with the leadership presence, credibility, and professionalism to earn the trust of elected officials, City leadership, employees, and the Galveston community.

This individual must be an articulate and persuasive communicator who can translate complex legal issues into practical, actionable guidance for diverse audiences. They will excel at analyzing risk, solving complex problems, and providing thoughtful recommendations that support the City's goals while ensuring legal compliance and effective governance.

A successful candidate for this role will be collaborative, adaptable, and decisive, with the ability to navigate sensitive and high-profile matters with tact, diplomacy, and discretion. Experience in municipal law, civil litigation, land use, dispute resolution, labor relations, and economic development initiatives, including HOT taxes, TIRZs and MUDs, is required.

KEY ATTRIBUTES AND COMPETENCIES

- » Extensive knowledge of municipal, state, federal, and constitutional law affecting local government.
- » Strong political awareness and understanding of public-sector governance.
- » Experience advising elected officials, executive leaders, boards, commissions, and staff.
- » Experience and background in municipal litigation, labor relations, civil service, land use, economic development, and emergency management matters.
- » Excellent verbal and written communication skills.
- » Ability to explain complex legal issues clearly to both legal and non-legal audiences.
- » Strategic thinker with strong analytical and problem-solving abilities.
- » Skilled in risk assessment and the development of practical legal solutions.
- » Collaborative leadership style with the ability to build trust and credibility.
- » Strong negotiation, mediation, and conflict-resolution skills.
- » Ability to manage sensitive and confidential matters with discretion.
- » Adaptable, resilient, and effective in dynamic and high-pressure environments.

EDUCATION/ EXPERIENCE

Candidates shall have a Doctor of Jurisprudence Degree from an accredited law School AND ten years' experience as a municipal lawyer, licensed by the State Bar of Texas and the Southern District of Texas at time of employment, as well as a member, in good standing, of the Texas Bar Association.



COMPENSATION AND BENEFITS

The salary range is **\$183,458 - \$275,187** and will be dependent on the qualifications and experience of the successful candidate. The City also offers a very attractive benefits and retirement package.

As required by the City Charter, the City Attorney shall reside and be domiciled in the City no later than ninety (90) days after the effective date of hire and shall continue to reside and be domiciled in the City while serving as City Attorney.

For more information, please visit:

<https://www.galvestontx.gov/1151/Benefits>



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, September 25, 2026**. 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/2645>.

For additional information about this position, please contact:

CPS HR CONSULTING
Your Trusted HR Advisor For 40 Years

KYLIE WILSON

Principal HR Consultant

Email: kwilson@cpshr.us

Website www.cpshr.us/search

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the City of Galveston for further assessment. A preliminary media check will be conducted on all screened candidates, and a comprehensive reference and background check will be performed on final candidate selected by the City.