



# Winston-Salem

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# North Carolina



Invites Your Interest in the Position of

## City Attorney



According to TripAdvisor travelers...

### Top Attractions in Winston-Salem:

- Old Salem Museums & Gardens
- Reynolda House Museum of American Art
- Kaleideum (formerly Children's Museum of Winston-Salem)
- God's Acre Cemetery
- Truist Ballpark

### The best outdoor activities in Winston-Salem:

- Bethabara Park
- Salem Lake
- Quarry Park
- Bailey Park
- Hobby Park

### The most popular things to do in Winston-Salem:

- Reynolda Gardens
- Southeastern Center for Contemporary Art
- Truist Ballpark
- Bailey Park in the Innovation Quarter
- LJV Coliseum
- Downtown

\* [https://www.tripadvisor.com/Attractions-g49680-Activities-Winston\\_Salem\\_North\\_Carolina.html](https://www.tripadvisor.com/Attractions-g49680-Activities-Winston_Salem_North_Carolina.html)



North Carolina's City of Arts & Innovation, the vibrant and historic City of Winston-Salem, NC, seeks an attorney with considerable local government experience in large organizations to serve as its **City Attorney**. The Winston-Salem **City Attorney** will lead a notable legal department with passionate, hard-working staff who value excellence, transparency, autonomy, and decision-making authority and take pride in the department's outcomes.

The **City Attorney** acts as a well-respected advisor who exemplifies integrity and excellence while upholding the city's DEI values and its mission to *provide quality, affordable services that ensure community members' health, safety, and well-being while collaborating throughout the community to ensure its economic, social, and environmental vitality.*

To this position, the next **City Attorney** will bring familiarity with city code, state processes and laws, communicating parameters, ensuring compliance, and consistently and equitably interpreting city laws. The ideal candidate has successfully implemented methods and best practices in navigating and balancing the political and administrative pieces of the position, risk management, and the diverse perspectives of the Mayor and Councilmembers while remaining assertive in their role of providing independent unbiased advice.

Joining an organization with a recently appointed City Manager, the **City Attorney** will be able to grow and help shape the organizational culture alongside the new City Manager and their team and build upon the established legacy of the legal department. The Winston-Salem Mayor and City Council seek a **City Attorney** who is an effective manager, delegator, and relationship builder – someone who is accessible for consultation and advice.

### About the Community:

Winston-Salem is the County seat of Forsyth County and the fifth-largest City in North Carolina. Forsyth County is the fourth-largest county in the state. With a population of around 252,000, Winston-Salem, eighty miles northeast of Charlotte, is part of the Piedmont Triad region with the neighboring cities of Greensboro and High Point. A city of dual histories, Salem was a Moravian community in the 1700s, and Winston was established as the county seat for newly established Forsyth County and became a hub of business and economic activity for the region.

Winston-Salem is more than a destination: North Carolina's City of Arts & Innovation is an unexpected discovery waiting to happen. More than seventy-five restaurants and thirty bars & breweries adorn the streets of Winston-Salem's walkable downtown. The Arts District, Innovation Quarter, and Industry Hill offer unique cultural experiences to explore just moments away from Winston-Salem's roots in Old Salem's renowned historic district. Further out, Winston-Salem is the gateway to the Yadkin Valley Wine Country region, home to more than seventy wineries within a short drive of the city.



The birthplace of R.J. Reynolds Corporation, Winston-Salem, has strong ties to its rich tobacco and textile manufacturing history, which are woven seamlessly into the fabric of this future-looking NC city. The city's rankings for job growth outlook and safety are among the best nationwide. Innovation Quarter, one of the country's foremost innovation districts, houses many biomedical, pharmaceutical R&D, and biotechnology businesses. Corporate giants like HanesBrands, Garner Foods, and Inmar Intelligence have built business empires in Winston-Salem alongside Collins Aerospace, Caterpillar, Cook Medical, Corning, and others. The sites of excellent higher education institutions such as Wake Forest University, Winston-Salem State University, UNC School of the Arts, Salem College, Carolina University, and Forsyth Technical Community College are all within the city.

Winston-Salem is a city that will surprise, delight, and inspire you with its welcoming spirit and creative soul. Come see why Southern Living called Winston-Salem a "glorious gem of a destination" and one of America's "Best Cities on the Rise." Grab a creative craft brew, stroll through Winston Salem's heirloom gardens, or its 3,500 acres of parks and recreation and twenty-five miles of greenways and trails. Attend a game at The Dash or one of the city's renowned events, including the International Black Theatre Festival and the RiverRun International Film Festival. Experience the city's celebrated culinary scene and admire its dazzling murals. Take a video tour of the city to learn more about this vibrant community.

## About the Organization:

Operating under a Council-Manager form of government, the City of Winston-Salem has a mayor elected at-large and an eight-member City Council elected every four years in each of the City's eight wards. The City Council is responsible for adopting and providing for all ordinances, rules, and regulations necessary for the city's general welfare. It approves the city budget, sets property taxes and user fees, appoints the City Manager and City Attorney, and approves appointments to city boards and commissions.

With a AAA bond rating, Winston-Salem is dedicated to being a municipal government deserving of public confidence, providing excellent and innovative services, and being an active and cooperative partner in creating a vital community. The framework for all decisions and strategic planning is the City's core values of *Accountability, Continuous learning and improvement, Equity, Fiscal Soundness, Integrity, Openness, Respect for all Residents, and Teamwork*. The city has dedicated resources to transparency and accountability for meeting city goals and objectives through the Budget and Performance Management Department. The city employs about 2,500 full-time employees across multiple departments and offices.







## About the Department and Position:

Winston-Salem's legal department advises and represents the City of Winston-Salem in all settings where legal advice and representation are needed or requested. The department advises the Mayor and City Council, the city manager, assistant city managers, city departments, and boards and commissions. The **City Attorney's** work involves preparing and reviewing legal documents for the city and representing the city at state and federal trials, appellate court, and administrative proceedings. The **City Attorney** must exercise independent judgment, discretion, and initiative in completing assignments. Tact and courtesy with taxpayers, attorneys, and the public are essential to the position.



Reporting to the Mayor and City Council, the **City Attorney** manages a \$2.4M budget and oversees five legal assistants (one of which is within the Neighborhood Services Department) and nine attorneys. The Winston-Salem **City Attorney** works directly with the Mayor, City Council, City Manager, senior management, and various Boards and Commissions as necessary.

The ideal **City Attorney** has worked with and understands the legal requirements, statutes, and authority of cities in regard to economic development projects, applicable statutes, and compliance. Experience with community nuisance abatement ordinances, North Carolina General Statutes, and other challenging aspects of community legal issues is highly desired in the next **City Attorney**.

## Key Priorities for the next City Attorney:

- Finalize the development and implementation of the Civil Service Board for police and fire department employees to further support the city's strategic efforts to provide affordable housing and other pressing key legal issues such as personnel and financial procedure changes, code enforcement efforts, property acquisition disposal, in-house litigation, etc.
- Work collaboratively and swiftly with the City Manager and key stakeholders to implement the city's strategic economic development efforts.
- Establish effective relationships with the Mayor and City Council, City Manager, organizational and departmental staff, members of legislative delegation, and other stakeholders while demonstrating a commitment to the ongoing training and development of departmental staff.
- Provide legal advice in the establishment of a local housing trust fund or other resources to operate affordable housing outside of city government.





## The Successful Candidates will:

- constructively and assertively advise and guide the Mayor and City Council;
- work collaboratively with the City Manager and their leadership team to solve problems and improve services and quality of life for residents and hold legal staff to the same standard of collaborative engagement;
- lead with impeccable integrity and a proven record of consistency in managing both internal and external relationships;
- exhibit thorough knowledge of North Carolina law pertaining to City government;
- have extensive knowledge of and experience in applying the principles and procedures of civil law, especially as related to City government;
- demonstrate excellence in conducting legal research, investigation methods, judicial procedure, and rules of evidence;
- be considered highly accomplished legal professionals with exceptional skills in legal writing;
- analyze and solve legal problems and interpret laws and regulations affecting the city to a high legal standard;
- be proven managers with the ability to establish and maintain effective working relationships and to plan, delegate, and coordinate the work of subordinates to ensure work-life balance;
- be resilient in the face of challenges and seek innovative solutions to problems;
- communicate excellently both verbally and in writing and possess well-developed interpersonal skills and abilities and;
- value accessibility and hold high expectations of self and others while also being effective and respected leaders.

## Qualifications:

### Minimum Qualifications:

- Graduation from an accredited school of law.
- License to practice law in North Carolina or licensure reciprocity, 180 days from appointment.
- 10 years of experience as a practicing attorney performing high-level legal and trial work.
- Experience with municipal legal provisions.
- Experience in judicial procedure, rules of civil and criminal procedure, and rules of evidence.
- Experience in management and supervision of licensed attorneys.
- Experience in public employment law.

### Preferred Qualifications:

- Experience in Municipal or Public Law, Contract Law, Employment Law &/or Environmental Law.
- Strong litigation background.
- Experience as a City Attorney or with other public sector entities.



# Benefits

The City of Winston-Salem offers excellent benefits to our employees:

- Education Assistance
- Employee Assistance Program
- Employee Suggestion Program
- Family and Medical Leave
- Flexible Spending Accounts
- Group Dental Insurance
- Group Health Insurance
- Jury Duty Leave
- Life/Accidental Death Insurance
- Military Leave
- Paid Holidays
- Promotion from Within
- Retirement/Pension Plan (State of NC)
- School Leave
- Shared Leave
- Short-Term Disability Insurance
- Sick Leave
- Training
- Vacation Leave
- Wellness Program



Winston-Salem

**Salary and Benefits:** The hiring range for this position is \$235,000 - \$265,000. Starting salary range is dependent on qualifications. The city offers a [comprehensive benefits package](#). Winston-Salem residency is required within 6 months of appointment.

**To apply,** please visit

<https://www.governmentjobs.com/careers/developmentalassociates>

and click the "City Attorney – City of Winston-Salem, NC" link.

**Please note the following:**

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the City's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **August 29, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **October 3 - 4, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Interviews with the hiring team will follow at a subsequent time.
- Direct *inquiries* to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

The City of Winston-Salem, NC, is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/> and scroll down to "Important Information for Applicants."

