

# *City Attorney*

## *Recruitment Announcement*



Accepting applications through February 21, 2019

# Our City & Community

## INDUSTRIAL, DIVERSE, HISTORIC, WATERFRONT

Hopewell is an independent, historic, riverfront city adjacent to Prince George and Chesterfield Counties, as well as the Fort Lee Military Installation. Hopewell is centrally located and is only 21 miles south of Richmond, Virginia and approximately 130 miles south of Washington, DC. According to the US Census Bureau, the population of Hopewell as of 2016 is 22,735.

***Hopewell is known for industry.*** In 1912, E.I. DuPont purchased 1,600 acres of land in Hopewell to start a guncotton plant supporting WWI. In 1915, a fire so devastating it was reported nationwide, destroys downtown. In 1916, Hopewell incorporates and rebuilds. Hopewell is deemed the “Wonder City” for its ability to bounce back. Currently, Hopewell is home to four Fortune 1000 companies and is on the rise again.

Hopewell is a diverse community, with its origins a century ago as an *industrial* town, Hopewell is now in a rebirth as an *industrious* city.

***Hopewell is known for the rivers.*** It is situated at the confluence of the Appomattox and James Rivers providing spectacular views. A 2015 William & Mary College study recorded 236 mating pairs of bald eagles on the James River. Multiple regional and national fishing tournaments are held out of the City Marina. The Hopewell Riverwalk will connect the City’s historic downtown to the City Marina.

***Hopewell is known for the small town atmosphere.*** The Beacon Theatre anchors downtown Hopewell with over 175 shows and events annually. As part of the Virginia Main Street Program, Downtown Hopewell has experienced recent revitalization. Downtown businesses consist of a coffee grinder, pie shop, boat manufacturer, coffee shop and bakery, antique shops, fitness centers, award winning BBQ restaurant, and a diner first opened in 1927. Plans for over 500 apartment units within the downtown area over the next 3-5 years will transform not just downtown, but the entire City. Hopewell also hosts a variety of events including a 5k Run/Walk, the James River Ball, Hoppin’ Happenings Egg Hunt, Butts on Broadway, Wonder City Craft Beer Festival, Hopewell Haunts, Summer Concert Series, the Holiday Boat Parade, Light up the Night and so much more!





## *Our Vision*

“We endeavor to be a city, ever evolving, with a small hometown atmosphere, taking advantage of our regional location and riverfront assets. We desire to cultivate a healthy and prosperous citizenry with good character, who work together, look to the future, that show great pride in our schools, neighborhoods, businesses and ourselves.”

For more information regarding the City’s Vision, visit: [Hopewell Comprehensive Plan 2028](#) (ctrl + click)

## *Our Organization*

The City of Hopewell operates under the council-manager form of government. Citizens of Hopewell elect a seven-member council who serve four-year terms. The Mayor and Vice Mayor are chosen and voted on by the Council itself and serve in their roles for two years. City Council appoints three administrative positions to oversee the operations of the City. City Council appoints the City Manager, City Attorney and City Clerk.

The City of Hopewell manages a municipal workforce of over 400 employees and have an adopted FY2019 General Fund Budget of \$52,918,072.

### **CITY COUNCIL**

Mayor Jasmine Gore, Ward 4

Vice Mayor Patience Bennett, Ward 7

Councilor Deborah Randolph, Ward 1

Councilor Arlene Holloway, Ward 2

Councilor Johnny Partin, Ward 3

Councilor Janice Denton, Ward 5

Councilor Brenda Pelham, Ward 6

## *The City Attorney’s Office*

The City Attorney’s Office is composed of one full-time City Attorney and one full-time Paralegal. The City Attorney is appointed by City Council and serves as the chief legal advisor to Council, City Administration, and departments, boards, commissions and agencies of the City in all matters affecting the interests of the City.





## *The City Attorney's Office Continued...*

### THE IDEAL CANDIDATE

City Council is looking for a respected attorney with solid experience practicing law, preferably municipal law, with sound values and strong work ethic. The environment is fact paced with an active Council. The ideal candidate will be someone who will partner with the elected official and staff to solve complex, controversial and/or sensitive matters effectively, persuasively and/or appropriately with tact and diplomacy.

The City Attorney will give all members of Council the same information and keep them all equally and well informed. The best candidate will work diligently to protect the legal interests of the City. At the same time, he/she needs to be a solution seeker. The individual will exercise independent judgement with the highest level of professionalism, integrity and ethics. The best candidate will understand politics and how to navigate them; however, he/she will not be involved in them. He/she needs to be strong, but diplomatic, responsive and competent in the field.

The ideal candidate will need to be a strong leader capable of practicing law while managing the day-to-day activities of the office and competing priorities. He/she must have knowledge and experience with budget management, staff management, time management and prioritization. The City Attorney, and his/her staff, will have excellent written and oral communication skills, in addition to strong interpersonal, analytical, research and problem-solving skills. Additionally, they will interact with a variety of people with diverse backgrounds and need to be open, approachable and a good listener.

### POSITION REQUIREMENTS

The position requires a Juris Doctor (J.D.) from an accredited law school, licensure with the Virginia State Bar , and at least five years of progressive experience practicing law, preferably municipal law.

# *The City Attorney's Office Continued...*

## COMPENSATION AND BENEFITS

The City offers a competitive salary that is negotiable based on qualifications and experience. The successful candidate will have access to a comprehensive benefits package that includes, but is not limited to:

- ◇ Paid Time Off
- ◇ Paid Holidays
- ◇ Health, Dental and Vision Insurance
- ◇ Short and Long-Term Disability
- ◇ Group Life Insurance
- ◇ Virginia Retirement System (VRS) Retirement
- ◇ Flexible Spending Accounts
- ◇ Professional Development Opportunities
- ◇ And much more!

For more information about our benefits package, visit <https://hopewellva.gov/benefit-plans/> (ctrl + click)

## APPLICATION & SELECTION PROCESS

For more details and/or to apply, please visit <https://hopewellva.gov/city-jobs/> (ctrl + click). Only complete applications submitted through our site will be considered.

The application deadline is February 21, 2019.

Applications will be screened within 4 weeks of the closing date. Finalists will be interviewed and the selection of our next City Attorney will be shortly thereafter.

The City is an Equal Opportunity and Virginia Values Veterans Employer.



## City of Hopewell

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Hopewell, VA 23860

Phone: 804-541-2245

[www.hopewellva.gov](http://www.hopewellva.gov)

*City Attorney* | Hopewell, VA