

Albemarle County

COUNTY ATTORNEY

The Position

The County Attorney supervises the legal affairs of Albemarle County and serves as the legal counsel for the Board of Supervisors, Planning Commission, and other County Boards, Commissions, agencies, and departments. Appointed by the Board of Supervisors, the County Attorney performs complex professional and administrative work and manages the Office of the County Attorney. Reporting to the Board of Supervisors, the County Attorney oversees a team of eight in the following positions: Deputy County Attorney, four Senior Assistant County Attorneys, Legal Services Coordinator, and two Paralegals.

The County Attorney provides sound legal advice to the Board of Supervisors on significant policy, project, litigation, potential conflicts of interest, and financial matters through written opinions based on extensive institutional experience, legal research, and contract drafting. The County Attorney attends all Board of Supervisors meetings and drafts, or reviews, ordinances, orders, and resolutions issued by the County that come before the Board of Supervisors. The County Attorney routinely advises County departments on appropriate action for various legal issues, particularly those involving County-wide policies or politically sensitive issues. The County Attorney represents the County in legal matters, brings lawsuits necessary to be instituted by the County, and defends the County in lawsuits brought against it.

The County Attorney's team carries a full litigation caseload that includes local government law, torts, contracts, civil rights, administrative process, and real property. The County Attorney prepares the departmental budget and oversees expenditures. The position is open due to a planned retirement.

Qualifications

Minimum requirements are a J.D. from an accredited law school, seven (7) years in the practice of local government law, ideally with a successful track record as a City/County Attorney, Deputy or Assistant City/County Attorney, or experience in a private law firm advising local governments with a full range of services. Applicants must also be a member in good standing of the Virginia Bar or be eligible to practice law in Virginia within six (6) months of employment. Must be admitted to practice before the Virginia Supreme Court and Federal District courts or be able to obtain admission within six months of employment.

Preferred qualifications include well-rounded experience in local government law, including land use, real property, tax, public meetings and records, public contracts, procurement, public safety, social services, employment law, and litigation. Experience managing staff and working in a high-growth locality is also preferred.

Residency within Albemarle County is encouraged after employment but not required.

Compensation and Benefits

The expected hiring range is \$170,000 – \$200,000, depending on qualifications, with excellent benefits. A relocation package and other amenities will also be part of total compensation in an employment agreement.

How to Apply

Applications will be accepted electronically by Raftelis at www.raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications with a first review date of **December 27, 2021**.