

Chief Deputy City Attorney Recruitment Profile

Charlottesville

Virginia



Photo by @aerowingva

Remember Why You Became a Lawyer in the First Place?

Our belief in public service is strengthened by our conviction that the law is a powerful tool to promote justice and enhance the quality of life in Charlottesville. Our active general practice offers our lawyers an engaging work environment. At the City Attorney's Office, we have the opportunity to undertake significant legal work in a city that is renowned for its rich cultural resources and highly educated and engaged population. Charlottesville has a history of surpassing expectations, and we are proud to be part of this tradition.

The City of Charlottesville is seeking an experienced professional to serve as Chief Deputy City Attorney. This position works closely with the City Attorney to manage the Office of the City Attorney and work on some of the most important legal tasks in the City. The position provides for extensive collaboration with the members of the City Attorney's staff, City Manager, Deputy City Managers, Department Directors, Assistant/Deputy Directors, and other senior leadership within the organization. The Chief Deputy City Attorney serves as a trusted advisor to the City Attorney for both legal and managerial matters. This recruitment profile provides background information on the community and its government operations. It also outlines the qualifications, experience, compensation, and benefits.

To be considered, qualified candidates are encouraged to submit a cover letter, resume, writing sample, and three (3) professional references, along with their online application at www.charlottesville.gov/jobs prior to the closing date of **November 21, 2023, at 5pm EST**. Inquiries relating to the Chief Deputy City Attorney position may be directed to:

Human Resources

P.O. Box 911

Charlottesville, VA 22902

Email: HR@charlottesville.gov

Phone: (434) 970-3490



THE COMMUNITY

The City of Charlottesville is located in West Central Virginia, Approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.

Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2018, the population of the City was estimated to be approximately 51,278 and the Charlottesville SMSA population was estimated to be 223,825.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson, and James Monroe. During their terms as Governor of



Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists each year.

The City has ample health care resources. The University of Virginia's Health Science Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has well-regarded comprehensive women's health center, oncology center, and a strong community focus. Whether you are looking for an outdoor adventure such as hiking, biking, paddling, camping, or you prefer fine dining, shopping, or the arts, the unique and picturesque of Charlottesville is sure to win you over.



Photographed by @aerowingva

Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."



Photographed by @aerowingva

CITY GOVERNMENT

The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered

four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. The City Attorney is appointed by the City Manager with the advice and consent of the City Council.



Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the racial diversity, equity and inclusion, planning, direction, control, and evaluation of

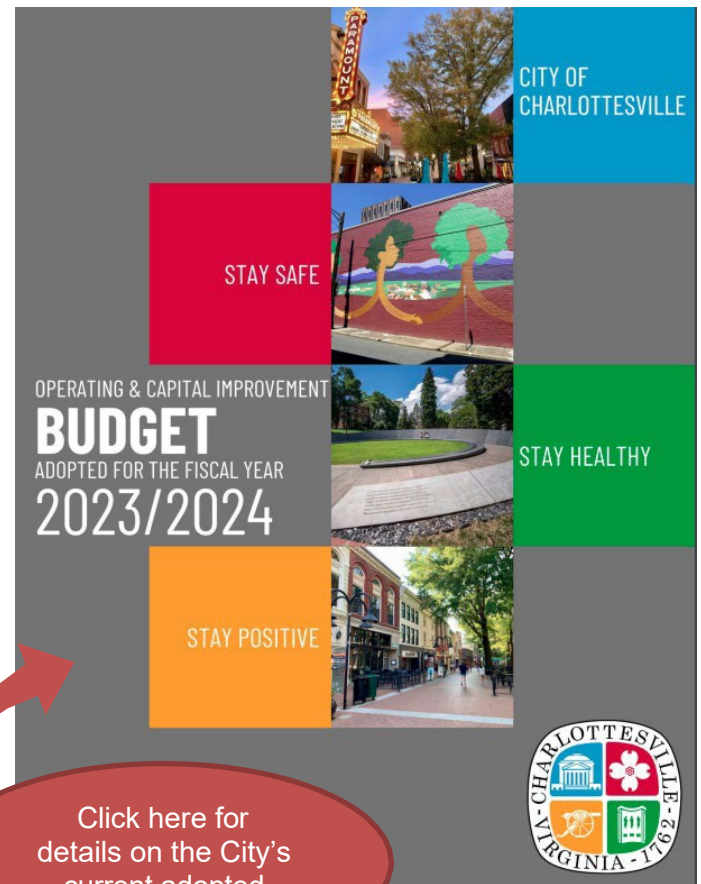


the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.



The City is a full-service city with approximately 1000 full-time staff, an FY 2023 - 24 General Fund operating budget of \$228 million, and an FY 2022- 26 Capital Improvement Plan budget of \$116 million. The FY 2023 - 24 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.



City Attorney

Appointed by the City Manager with the advice and consent of City Council to serve as City Attorney effective July 1, 2023, Jacob P. Stroman has over 25 years of experience in local government. Prior to coming to Charlottesville, Mr. Stroman served as City Attorney of Chesapeake. He is a former Chief Staff Attorney of the Virginia Supreme Court, a former Senior Assistant Attorney General, and a local government attorney with experience in both cities and counties. He holds a degree in public affairs from the Princeton University School of Public and International Affairs and a Juris Doctor degree from the University of Virginia School of Law.



Position Profile

Chief Deputy City Attorney

General Summary:

The Chief Deputy City Attorney is responsible for providing professional legal services to the City on difficult and complex matters and assists the City Attorney in the management of the office; assists the City Attorney in a lead capacity in the training and supervision of other attorneys and administrative staff; and performs the duties and responsibilities of the City Attorney in their absence from the office. Primarily and most frequently the work done here is performed independently in diverse functional areas that require specialization and ability to train others. Work is performed independently and with considerable autonomy; does related work as required.

Essential Responsibilities & Duties:

- Renders legal advice on a daily basis to all officers, departments and agencies of the City; provides information and answers inquiries from the general public.
- Represents the City before federal, state and local courts and before federal and state agencies.
- Attends meetings of boards and commissions of the City and renders on-the-spot legal advice.
- Drafts ordinances, resolutions, charter revisions, proposed legislation, contracts, deeds, leases, releases, franchises and other complicated legal documents on behalf of the City.
- Processes and litigates claims against the City.
- Prepares cases for trial, interviewing witnesses, examining law and evidence.
- Assists the City Attorney in ensuring quality control by reviewing the work performed by other attorneys.
- Conducts title searches, certifies title and handles closings; oversees the acquisition of easements.
- Monitors recent developments in statutory and case law applicable to the City and oversees the implementation of any necessary changes.
- Develops and oversees the implementation of operational policies for the City Attorney's Office and the City at-large.
- Performs related tasks as require.

Qualifications, Education & Experience:

- Graduation from an accredited law school.
- Considerable experience in the practice of law, with at least eight (8) years of experience in local government law.
- Eligibility to practice law in the Commonwealth of Virginia.
- Experience in land use, real estate and/or litigation is preferred.
- Some experience assisting in the management of a law office is helpful, but not required.

Demonstrated Knowledge, Skills & Abilities:

Comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative process, land use, and real property; thorough knowledge of the principles, methods, materials, practices and references utilized in legal research; thorough knowledge of legal office procedures and practices; ability to plan and supervise the work of other attorneys; ability to establish and maintain effective working relationships with court officials, City officials, and the general public; ability to present complex ideas effectively, orally and written; ability to handle complex trial and appellate litigation.

Our Practice

Our legal practice has considerable breadth and depth. One of the very attractive aspects of local government law is that our practice spans the gamut from land use law to child protective services to constitutional law to taxation to public finance to litigation and most everything in between.

For the Chief Deputy City Attorney position, experience in land use, real estate and/or litigation is preferred. Some experience assisting in the management of a law office is helpful, but not required. Our office includes seasoned veterans as well as lawyers who are relatively new to the profession. A willingness to mentor colleagues with less experience in a particular practice area is certainly a plus.

At the risk of cliché, we take our jobs very seriously, but we do not take ourselves too seriously. We value a strong work ethic, but we also seek a colleague with a sense of humor. We understand that lawyers with a work-life balance are happier and more effective.



Compensation & Benefits:

The preferred hiring range for this position is between **\$129,186 - \$164,711.57 Annually**. Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt, position. The City offers an outstanding program of employee benefits, which includes 13 paid holidays plus 1 floating holiday, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, gym membership reimbursement (up to \$34 a month), tuition reimbursement (up to \$3,000 per fiscal year), and continuing education/training opportunities. Including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. For a general summary of benefits offered by the City, please click [here](#).

CITY OF CHARLOTTESVILLE, VIRGINIA



ESTABLISHED 1762

- **Retirement Plan Options:** At a time when many public sector employers have resorted to providing hybrid plans (like the Virginia Retirement System) Charlottesville continues to offer employees a defined benefit pension plan. You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans.
- **Medical Benefit:** Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage are available for an additional cost. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance** is provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage are available for an additional cost.
- **MetLife Vision Insurance:** The City's medical insurance through Aetna covers an eye-exam. Additional optional coverage under MetLife is available and participation is voluntary. The cost depends on the selected coverage type, employee only or dependent coverage.
- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.
- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service. Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 80 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City in good standing are eligible to receive compensation for any unused vacation time up to the maximum accrual limit, in accordance with City policy provisions. There is no cash compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Educational Assistance:** The City currently will pay up to \$1,500 per fiscal year towards undergraduate, or up to \$3,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **A Deferred Compensation Plan (457):** Participation is voluntary. Employees can contribute pre-tax or after-tax Roth contributions from their pay for additional retirement savings. Mission Square is the record keeper for the plan.
- **Employee Assistance Program:** The program is confidential and available to employees and family members at no cost.

Application & Selection Process:

To be considered for this position with the City of Charlottesville, an application must be filled out and submitted online at www.charlottesville.gov/jobs prior to the closing date of **November 21, 2023, by 5pm EST**. Please include with your online application a cover letter, resume, writing sample, and three (3) professional references.



The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.