

Assistant City Attorney or  
Deputy City Attorney  
**Charlottesville**  
Virginia



Photo by @aerowingva

**We offer the opportunity to do interesting, important legal work in a world class city.**

We do cutting edge legal work in a supportive environment. Public service offers the chance to improve the quality of life for the over 45,000 people who call Charlottesville home. We embrace the belief that the law is a powerful tool to promote justice. Our active general practice spans the gamut of civil practice. We recently provided legal support for the City's new form-based zoning ordinance. We have also provided legal support for the implementation of collective bargaining for our police, fire and transit employees. We have an active transactions practice, which recently include two strategic land acquisitions for major city initiatives. Our city is renowned for its rich cultural resources and highly educated and engaged population. Charlottesville "punches above its weight", and is a wonderful place to live, work and play.

**The City of Charlottesville** is seeking an experienced professional to serve as either Assistant City Attorney or Deputy City Attorney, depending on qualifications. We are looking for a colleague who shares our interest in, and commitment to, local government law. Experience in litigation, juvenile and domestic relations, land use and real estate is particularly helpful, but not required. This recruitment profile provides background information on the community and its government operations. It also outlines the relevant 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 an online application at [www.charlottesville.gov/jobs](http://www.charlottesville.gov/jobs).

**This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.**

Inquiries relating to the Deputy or Assistant City Attorney position may be directed to:

**Human Resources**

**P.O. Box 911**

**Charlottesville, VA 22902**

**Email:** [HR@charlottesville.gov](mailto: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 2022, the population of the City was estimated to be approximately 45,373 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 a 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, or camping, or you prefer fine dining, shopping, or the arts, the unique and picturesque charm of Charlottesville is sure to win you over.



Its scenic beauty, brick-lined Downtown Mall, and wine choices from the region's 30+ local orchards and vineyards 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. 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."

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.



Photographed by @aerowingva

## 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 Deputy or Assistant City Attorney position, some experience in land use, real estate, juvenile and domestic relations and/or litigation is helpful, but not required. Our office includes seasoned veterans as well as lawyers who are relatively new to the profession. We are willing to train our colleagues in practice areas with which they have limited experience.

## 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.

## 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 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 to become involved, with a special emphasis on those who are traditionally under-represented in civic processes. 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.

A graphic for the City of Charlottesville's 2023/2024 budget. It features a central text box with the text 'OPERATING &amp; CAPITAL IMPROVEMENT BUDGET ADOPTED FOR THE FISCAL YEAR 2023/2024'. Surrounding this text are four colored squares, each containing a phrase: 'STAY SAFE' (pink), 'STAY POSITIVE' (orange), 'STAY HEALTHY' (green), and 'STAY POSITIVE' (orange). The City of Charlottesville logo is in the bottom right corner. A red arrow points from the text 'Click here for details on the City's current adopted budget.' to the central text box.



# Position Profile:

## *Assistant City Attorney or Deputy City Attorney*

### **General Summary:**

The **Assistant City Attorney** is responsible for providing professional legal services to City departments, boards and commissions on complex matters, and the ability to independently handle litigation in the City's General District and Circuit Courts. Primarily and most frequently the work done here is performed as leader or director with broad functional areas and more expertise and strategic focus. Work is completed under the general supervisor of the City Attorney.

The **Deputy City Attorney** performs difficult and complex professional legal services and responsible administrative work in the rendering of legal services to the City; does related work as required. Primarily and most frequently the work done here is performed independently, with diverse functional areas and more specialization and ability to train others.

Some experience in one or more of the following legal areas is helpful, but not required for either position: juvenile or domestic relations/social services, litigation, land use or real estate.

### **Essential Responsibilities & Duties:**

#### **Assistant City Attorney:**

- Provides legal advice on a daily basis to officers, departments and agencies of the City's municipal government.
- Represents the City government, its boards, commissions, officials, and employees before state and local courts.
- Independently prepares cases for trial, interviewing and preparing witnesses for trial, examining law and assessing evidence, research and writing briefs, etc.
- Attends night meetings of boards and commissions of the City, as assigned, and is prepared to render on-the-spot legal advice.
- Drafts ordinances, resolutions, charter revisions, and key legal instruments, as directed by the City Attorney (which may include but is not limited to contracts, deeds, leases, releases, franchises, notes, deeds of trust, easements, partnership agreements, articles of incorporation and bylaws).
- Reviews proposed and new regulations.
- Performs research and drafts legal opinions for review by the City Attorney.
- Provides information and answers inquiries from the general public.
- May conduct title searches, oversees the acquisition of easements, certifies titles and handles closings.
- May pursue the collection of delinquent taxes and other accounts.
- Depending on assignment, may represent the Charlottesville Department of Social Services in proceedings.
- Performs other related work as assigned.

#### **Deputy City Attorney:**

- Provides legal advice on a daily basis to officers, departments and agencies of the City's municipal government.
- Provides information and answers inquiries from the general public.
- Represents the City government, its boards, commissions, officials, and employees before federal, state, and local courts.
- Attends night meetings of boards and commissions of the City, as assigned, and is prepared to render 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 formal legal opinions for the signature of the City Attorney.
- Drafts ordinances, resolutions, charter revisions, and key legal instruments, as directed by the City Attorney (which may include but is not limited to contracts, deeds, leases, releases, franchises, notes, deeds of trust, easements, partnership agreements, articles of incorporation and bylaws).
- Independently prepares cases for trial, interviewing and preparing witnesses for trial, examining law and assessing evidence, research and writing briefs, etc.
- May conducts title searches, oversees the acquisition of easements, certifies titles and handles closings.
- May establish procedures to minimize and pursue the collection of delinquent taxes and other accounts.
- Depending on assignment, may represent the Charlottesville Department of Social Services in proceedings.
- Performs related tasks as required.

## **Qualifications, Education & Experience:**

### **Assistant City Attorney Qualifications:**

- Graduation from an ABA accredited law school.
- Preference for at least two (2) years of prior experience as a practicing attorney.
- Preference for prior litigation experience handling motions and trials in General District and/or Circuit Courts.
- Must currently be licensed to practice law within the Commonwealth of Virginia, or eligible to be admitted to practice law under the Rules of the Supreme Court of Virginia Part 1A, Rule 1A:1.
- **Knowledge, Skills, and Abilities:** Detailed knowledge of civil litigation and juvenile court procedure and/or real estate, zoning and contracts law; thorough knowledge of municipal law, torts, contracts, civil rights, administrative process 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 establish and maintain effective working relationships with the court officials, City officials, public officials, and the general public; ability to present complex ideas effectively, orally and written; ability to handle complex trial and appellate litigation; proficient in use of Adobe and Microsoft Office software and applications.

### **Deputy City Attorney Qualifications:**

- Graduation from an ABA accredited law school.
- Considerable experience in the practice of law required; some of which in municipal work preferred.
- Must currently be licensed to practice law within the Commonwealth of Virginia, or eligible to be admitted to practice law under the Rules of the Supreme Court of Virginia Part 1A, Rule 1A:1.
- **Knowledge, Skills, and Abilities:** Detailed knowledge of civil litigation and juvenile court procedure and/or real estate, zoning and contracts law; comprehensive knowledge of municipal law, torts, contracts, civil rights, administrative process 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; proficient in use of Adobe and Microsoft Office software and applications.

## **Physical Conditions & Additional Information:**

Standard work environment. Some telework may be allowed. Work contacts may include City employees, officials, and members of the public.

# Compensation & Benefits:

This position may be filled as an Assistant City Attorney or Deputy City Attorney, depending on qualifications:

- The preferred hiring range for this position of **Assistant City Attorney** is between **\$86,091.20 to \$105,435.20 Annually**.
- The preferred hiring range for this position of **Deputy City Attorney** is between **\$105,456.00 to \$129,147.20 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](#).

- ***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.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).



- ***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. Lawyers at the Deputy City Attorney level are also eligible for two weeks of paid administration leave.
- ***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](http://www.charlottesville.gov/jobs). Please include with your online application a cover letter, résumé, writing sample, and three (3) professional references.

This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.

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

