



## City of Colonial Heights

### CITY ATTORNEY

The City of Colonial Heights, Virginia (pop. 18,674) is seeking an experienced individual to serve as the primary legal counsel for the City Council and the various components of the City Government. The City operates under the Council/Manager form of government. City Council is comprised of seven Council members, from whom the Council appoints a Mayor and Vice Mayor. The City Attorney reports directly to the City Council and works closely with the City Manager, department directors (including Constitutional Officers), boards, and commissions.

The City Attorney will oversee all legal activities of the City, perform complex legal work, and provide legal counsel to City officials and management staff regarding municipal government functions and legal issues. The work performed includes drafting, reviewing, and interpreting resolutions, ordinances, City Code and City Charter provisions, State and Federal law, deeds, and other legal documents; reviewing and interpreting contracts, leases, claims, and purchases; advising on planning and zoning issues, employee relations, and labor law; responding to Freedom of Information Act requests and subpoenas; and civil litigation.

The chosen candidate must possess a JD from an accredited law school, and preference will be given to candidates with at least 5 years of significant local government law experience in Virginia. The chosen candidate must be a member in good standing of the Virginia State Bar and be eligible to practice law in the Commonwealth of Virginia. The salary for the position is negotiable and depends on the successful applicant's qualifications and experience; and the successful applicant will be afforded the standard City benefits package.

Visit the City's website at [www.colonialheightsva.gov](http://www.colonialheightsva.gov) to apply on-line. To be considered for this opportunity, all applicants must submit online a City of Colonial Heights employment application with at least 3 professional references and a resume **by 5:00 p.m. (EST) on Monday, May 19, 2025**. EOE.

Questions may be directed to Jennifer Carpenter, Director of Human Resources, by email at [carpenterj@colonialheightsva.gov](mailto:carpenterj@colonialheightsva.gov) or by telephone at (804) 524-8749.

**\*\* Please do not submit cover letters or resumes to this email address. \*\***