

CITY OF PLANO

CITY ATTORNEY





The Community

Plano is the largest city in Collin County, Texas, with an estimated population of 261,000. Plano is designated as a “World Class” city, often recognized for its world class services, and continues to experience positive and robust economic conditions that began with an economic boom early in the 1960's. A community with vitality and charm, Plano is vigorous with development and re-development opportunities supported by community leaders. Prime Metroplex location, Plano city boundaries include 72.2 square miles in a community that is nationally recognized for its ethnic diversity, opportunity, and availability of work. The city location produces favorable commute times supported by four major transportation arteries. Citizens have access to four airports (international, regional, municipal and private), as well as the regional public transportation system, known as DART (Dallas Area Rapid Transit), with access to light rail stations with nearby park and ride locations for commuters.

An educated and motivated workforce is supported by award-winning public schools, two community colleges, and four other institutes of higher education. Citizens have access to five area hospitals, several specialty treatment and rehabilitation centers, and numerous elder-care options. Plano offers eight distinctive shopping areas and malls, with seventy neighborhood shopping centers, each offering antiques to the latest in designer fashions. Local restaurants have appetites covered with more than 1,400 food establishments under Health Department permits. The 86,400 sq. ft. full-service, city-operated Convention Center, with access to 4,048 local hotel/motel rooms, is available for events for residents, visitors, and business travelers.

Plano offers 82 public parks, 65 miles of recreational trails, two nature preserves, and a downtown gazebo that hosts numerous weddings and concerts. Eight public swimming pools, 71 playgrounds, 106 soccer/football fields, 71 softball/baseball fields, and 2 public golf courses are also located in the city.

Plano currently has approximately 2,000 full-time and approximately 700 part-time and seasonal employees. There are eleven (11) budgeted positions (including the City Attorney) in the City Attorney's Department: 2 Deputy City Attorneys, 1 Assistant City Attorney III, 2 Assistant City Attorney II, 1 Senior Legal Secretary, 3 Legal Secretaries and 1 Senior Paralegal.

Accolades

Empowered with diversified employment and economic opportunities, Plano is a family hometown choice with high consideration for “quality” of life and strives to sustain a strong and safe family atmosphere. Small business and home-based businesses survive among corporate giants.

- #1 “Best Run Cities in America” 24/7 Wall Street, 2013
- #1 “Most Bikeable City in Texas” Walksource.com, 2013
- 2013 CLIDE (Celebrating Leadership in Development Excellence) Award for Excellent Urban Development Plans by the North Texas Council of Governments.
- “Top 20 American cities with the Happiest Young Professionals” CareerBliss.com, 2012
- “Best City or Suburb to Raise a Child” Dallas Child Magazine, 2012
- #1 “Safest City in America” Forbes, 2011
- #2 “Most Educated City in America” Men's Health, 2011



Government

Plano is a Home Rule City governed by a Council-Manager form of government. A City Manager oversees the daily operations, while the Mayor and Council serve as the policy-making board, setting long range directions and strategies. The Council is made up of the Mayor and seven representatives (or members), four of whom are required to reside in geographic districts (places), with all members elected at-large.

The Position

The City Attorney will provide legal counsel to and representation of the City of Plano and will provide legal services and advice to the Mayor, City Council, City Manager, and to all City boards, commissions, and departments.

Typical decisions regarding this position include the provision of legal advice or recommendation of a course of action after research, analysis and evaluation of situation or matter affecting the City and legal issues affecting such situation or matter.

Principal Responsibilities

- Represent the City in all aspects of municipal law and all other general legal matters involving the City.
- Provide legal opinions and advice on parliamentary process of the City Council, contemplated actions of City Council and City Manager, and potential legislation under consideration by City Council; attend all meetings of the City Council as legal advisor.
- Represent the City in civil litigation matters and dispute resolutions; respond to inquiries by City Council and City Manager regarding legal ramifications of pending litigation.
- Direct attorneys providing prosecution services in municipal court; represent the City in civil service matters.
- Manage Legal Department and legal staff.

Qualifications and Requirements

Qualified candidates must be a graduate of an accredited law school with a minimum of ten (10) years broad experience in municipal law. A combination of education and experience will be taken into consideration when reviewing applicants. This position requires extensive knowledge of municipal codes, ordinances, and state/federal laws governing city administration. The City Attorney must be familiar with eminent domain, planning and zoning law, contract law, civil and criminal City Attorney procedures, and all other laws directly or indirectly affecting city government. Experience in Texas municipal law to include litigation management and real estate law is highly desirable.

This position requires excellent analytical, organizational, oral and written communication skills to interpret legislation, legal concepts and policies, and to draft effective legislation, pleadings and legal documents.

License Requirements

- Qualified candidates must be licensed to practice law in the State of Texas.
- This position requires a Texas Class C driver's license upon employment.

Ideal Candidate

This is a key position within the organization as the City Council will rely heavily on the legal expertise, judgment and recommendations of the City Attorney. In addition to meeting the minimum qualifications and requirements for this position, the ideal candidate should be a professional leader who is not only supportive, but an effective communicator with the ability to build positive relationships with the City Council and city staff. The ideal candidate will bring a positive example of competence, professionalism, energy and work ethic to the organization.

Salary

The City of Plano is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:
resumes@affionpublic.com
Reference: PLANOCA

Affion Public
20 North 2nd Street, Suite 200
Harrisburg, PA 17101
888.321.4922
Fax: 717-214-2205
www.affionpublic.com



Delivering Leaders.

