



www.albemarlenc.gov
144 North Second Street
Albemarle, NC 28002-0190

City Attorney

Position Profile

The City of Albemarle is seeking a solutions-focused City Attorney to oversee complex professional and administrative work and to plan, organize, and direct legal activities of the City.

The City Attorney will act as the legal advisor to the Mayor, City Council, Boards, City Manager, Department Heads, and other city employees in legal matters or questions relating to city affairs; and shall represent the City and its officials in all legal actions by or against the City. This is the first staff attorney for the City and this position will be an integral part in setting the foundation for the City's legal services.



About the City of Albemarle

The City of Albemarle is home to approximately 16,000 residents and is the county seat of Stanly County. Our city has a thriving business environment, distinctive homes and friendly neighborhoods. Its growing industrial and commercial sectors make Albemarle an



attractive place to live and work. Situated in the beautiful Uwharrie Lakes Region in the Piedmont of North Carolina, Albemarle is conveniently located near several of the state's urban areas – Charlotte, Raleigh, Greensboro, and Winston-Salem.

Albemarle has a strong and stable history in the Council-Manager form of government. Our employees provide a full range of municipal services to a growing community. We are always looking for individuals who possess effective interpersonal skills and a desire to serve our community with humility and respect, honesty, integrity, and teamwork.

Quality of Life



Albemarle is one of the principal communities of the Uwharries Lakes Region, an area that has been described as the "Central Park of North Carolina". This area is rich in cultural, historical, natural and recreational assets.

Albemarle and Stanly County provide an exceptional opportunity to live in a safe, attractive community that is

ideal for raising families or for enjoying retirement... The area benefits from a moderate climate and a landscape of gently rolling hills. Albemarle boasts a variety of beautiful and diverse neighborhoods, both historic and new. The historic downtown area is a gem of beautifully maintained and restored old buildings, and is home to an array of restaurants, retail businesses, and antique stores. Nearby cities provide outstanding sports and cultural amenities in a convenient driving distance.

Building Our Future

“Our future is going to depend on us,” says Mayor Ronnie Michael. “We can’t wait on someone else.”

What are we building?

- Economic Development activities led by City Staff.
- Downtown development efforts managed by City staff.
- Rebranding Albemarle to attract new residents.
- Expanding the City’s Planning and Community Development Department to include tasks directly related to Economic Development.
- Infrastructure and services to support a growing population through Parks and Recreation, Public Housing, Public Works, Public Utilities and our Police and Fire Departments.



Are You What We’re Looking For?

Overview of the City Attorney Role

The City Attorney plans and directs a variety of legal initiatives for the City, including evaluating and writing ordinances, policies, and contracts. This role must exercise considerable independent judgment and initiative. This position is appointed by and reports to the Mayor and City Council. Work is performed in cooperation with the City Manager who assigns staff legal issues to the attorney.

General Responsibilities

- Supports and models the identified vision, values and behaviors of the organization.
- Plans, directs and coordinates comprehensive legal services for the city.
- Provides counsel to the Mayor, City Council, City Manager, staff, committees and commissions.
- Represents or supervises representation of the City in civil matters and in administrative hearings.
- Oversees and coordinates contract legal services including but not limited to prosecution and supplemental legal services.
- Researches and analyzes complex legal situation and presents legal alternatives.
- Drafts documents on behalf of the departments, including letters, contracts, agreements, leases, ordinances, waivers, regulations, proposed departmental policies and procedures and opinions in response to legal questions.
- Drafts and interprets City ordinances and resolutions.
- Assists in responding to inquiries from the media, citizens, and discovery requests.
- Conducts research on pertinent legal issues, keeps abreast of recent legal decisions.

- Participates in the City's short and long-range planning to assure proper consideration of legal issues.
- Participates in decisions related to general City policies and operations.
- Reviews proposed and enacted state and federal legislation for impact to the City.
- Participates with other departments to refine and develop code provisions.
- Prepares materials for and makes presentations to elected officials and the public.
- Performs other duties as assigned within the scope of responsibility.

Additional Job Duties

- Negotiates contracts and agreements with outside agencies.
- Attends meetings with the City's Leadership Team as needed.
- Serves on and participates in various employee committees.



Qualifications

Graduation from a law school of recognized standing and considerable experience as a practicing attorney, some of which shall have been in the practice of municipal law. Two years of experience in practicing in the field of municipal law is preferred.

Thorough knowledge of North Carolina General Statutes and of local ordinances governing all aspects of municipal government.

- Knowledge of the principles and practices of public policy administration is preferred.
- Ability to evaluate complex issues and formulate solutions.
- Ability to evaluate and write complex municipal ordinances.
- Ability to establish and maintain effective working relationships with departmental heads, government officials, and other City employees.
- Ability to communicate effectively in both written and oral formats.

Special Requirements

- Licensed to practice law in the State of North Carolina.
- Valid driver's license in the State of North Carolina
- Must establish residence in Stanly County or the city within six months of the date of employment.

Come Join Us!

The City of Albemarle is by definition a community oriented organization. We pride ourselves on building long-lasting relationships with our employees and the community we serve.



Benefits

Our benefits guide is posted on our website. This will provide you with a general overview of the wide array of benefit choices available to you and your family.

Compensation

The successful candidate will be offered a highly competitive package of salary and benefits. The starting salary for this position is a minimum of \$78,000 and is negotiable depending on qualifications.

To Apply

All qualified applicants must complete a City of Albemarle [Employment Application](#), which can also be obtained from the Albemarle NCWorks local office, 944 N First Street, Albemarle, NC.

Your completed application may be submitted in person to NCWorks or to the City Human Resources Office via email, fax, or mail.

- Email: Opportunity@albemarlenc.gov
- Fax number: (704) 984-9470
- Mailing address: PO Box 190, Albemarle, NC 28002