

NOW HIRING: CITY ATTORNEY



The City of Ithaca is now accepting applications for the position of City Attorney through April 15, 2024.

Position Description:

The City Attorney is the chief legal officer of the City, with responsibilities of a highly professional nature calling for the exercise of independent judgment in rendering legal counsel to the City Manager, to the Common Council and to City departments, commissions and boards. The City Attorney participates in the development of City policy, which includes developing innovative solutions to complex legal or policy objectives. The City Attorney is responsible for oversight of all City legal proceedings, including litigation and administrative hearings, reviewing and negotiating contracts, preparing legislation, and providing legal opinions; and does related work as required.

The City Attorney is the department head responsible for managing the staff of the City Attorney's Office, including all Assistant City Attorneys, and for overseeing outside counsel retained to represent the City. The City Attorney is a direct report of the City Manager, interfaces regularly with the Common Council, and serves at the pleasure of the City Manager, subject to Council approval.

To view the complete job description, please visit:

<https://www.cityofithaca.org/DocumentCenter/View/1079/City-Attorney-PDF>

Minimum Qualifications:

Graduation from a recognized law school and five years of progressively responsible experience in the practice of the law, preferably Civil and Municipal Law. Licensed to practice law in New York State.

Compensation:

The starting annual salary range for the City Attorney is \$113,774 to \$136,529.

Residency & Citizenship Requirements:

The City Attorney must reside in Tompkins County at the time of appointment, and maintain residency throughout the duration of the appointment. Appointment to the position of City Attorney is made pursuant to City Charter Section C-13, and is considered to be a Public Officer. Pursuant to Article 3 of the New York State Public Officers Law, Public Officers must be a U.S. citizen.

Application Requirements:

All applicants must submit the following materials:

- City of Ithaca Application
- Copy of Law School Transcript
- New York State Bar Registration Number

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30pm EST on the last filing date indicated below. All Applications must be submitted electronically through our online application program. The City of Ithaca Human Resources Department will not accept paper applications, faxed applications, emailed applications or photocopies of applications.

To apply, please visit our website at <https://ithaca-portal.mycivilservice.com>. The application deadline is April 15, 2024 at 4:30pm EST.

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.