

Job Summary

The City Attorney serves as in-house counsel, providing legal counsel in all matters pertaining to the business of the City of Pflugerville. This role represents the City in legal actions involving the City or City officials in their official capacity and coordinates all outside legal counsel and insurance providers.

This position requires a strategic, forward-thinking partner who can craft creative solutions to the diverse and evolving challenges of a rapidly growing community. Success in this role demands exceptional judgment, adaptability, and the ability to balance legal precision with practical solutions that advance the City's long-term goals. The City Attorney plays a critical role in guiding the City through complex legal landscapes while ensuring compliance and protecting the City's interests. Beyond routine legal work, the position requires agility, innovation, and collaboration—providing creative, forward-looking solutions that help Pflugerville thrive as it continues to grow.

The City Attorney's work spans a wide range of municipal functions, including land use and zoning, capital improvement planning and engineering projects, development services, municipal court operations, personnel and employment law, contracts, and open government compliance. Duties require extensive independent judgment as the City's ultimate legal authority, including the interpretation, evaluation, and implementation of policy, resolution of conflicts, and coordination of broad legal matters. The City Attorney is also responsible for the development and growth of the City's legal function, shaping its direction to meet the needs of a dynamic and expanding community.

Appointed by the City Council, the City Attorney works collaboratively with the City Manager and City leadership to plan, direct, and provide complex legal services to the Mayor, City Council, department directors, employees, and various boards and commissions.

Essential Job Functions and Other Important Duties

- Serve as the City's primary legal advisor, providing proactive legal counsel to the City Council, City Manager, department directors, and boards and commissions on legal matters, including municipal operations, policies, and compliance.
- Represent the City and City officials in all legal actions, including litigation, regulatory proceedings, and administrative hearings, coordinating with outside counsel when necessary.

- Draft, review, and update legal documents such as ordinances, resolutions, contracts, deeds, easements, and related instruments; negotiate and review major contracts, interlocal agreements, and development-related deals.
- Provide legal guidance on land use and zoning regulations, planning principles, real estate transactions, and economic development tools and incentives, including Type B corporations and public-private partnerships.
- Ensure compliance with federal and state laws, regulations, and judicial decisions, recommending changes to City policies and procedures as needed.
- Attend City Council meetings, work sessions, and other boards and commissions meetings (e.g., Tax Increment Reinvestment Zone Board, Planning & Zoning Commission) to provide legal guidance and advise on alternative legal or administrative solutions.
- Develop, plan, implement, and monitor department goals, budgets, work plans, and staff assignments.
- Supervise legal staff, including assigning tasks, conducting performance reviews, and managing hiring and disciplinary actions.
- Manage responses to open records requests, including seeking Attorney General opinions when appropriate.
- Prosecute or oversee the prosecution of Class C misdemeanors and other municipal court cases, as required by law.
- Provide legal advice on personnel matters and ensure compliance with employment laws, including EEOC, FLSA, and FMLA.
- Investigate complaints and claims by or against the City, recommending resolutions as appropriate.
- Monitor state and federal legislative activity and draft municipal legislation as needed.
- Respond to communications from the public regarding legal matters, City code, and municipal operations as needed.
- Provide ethics and conflict-of-interest guidance to elected officials and employees.
- Provide training on legal matters, including open government compliance, ethics, and risk management, to City departments, Council, and boards.

- Be accessible via personal cell phone to address job-related issues or emergencies, using city applications.
- Perform other duties as assigned.

Job Qualifications

Formal Education: Juris Doctor (JD) degree from an accredited law school.

Relatable Work Experience: Over eight (8) years of professional legal experience in municipal law, including at least five (5) years in a supervisory or management role.

Required Qualifications: The City Attorney must demonstrate a strong foundation in municipal law and governance, with the ability to provide expert legal counsel in a complex and growing environment. Required qualifications include:

- Expertise in land use and zoning regulations, planning principles, real estate transactions, and economic development tools and incentives, including Type B corporations and public-private partnerships.
- Knowledge of capital improvement planning and engineering projects, with the ability to provide legal guidance on contracts, procurement, and project delivery.
- Familiarity with development services, including permitting, code enforcement, and annexation, ensuring compliance with applicable laws and policies.
- Experience with municipal court operations, including prosecution of Class C misdemeanors and advising on court procedures and compliance with state law.

Training, Licenses, and Certifications: Membership in good standing with the State Bar of Texas. Valid Texas Driver's License.

Preferred Qualifications:

- Experience advising public entities, elected officials, or local governments.
- Demonstrated ability to establish and lead a new legal function or department.
- Strong knowledge of municipal, land use, employment, and contract law, as well as open meetings and public records requirements.
- Proven ability to provide sound legal advice and effectively represent clients in court and administrative proceedings.

Disclaimer: Unless otherwise stated, applicants are permitted to substitute two years of

related full-time experience for one year of higher education or one year of related higher education for two years of experience in order to meet the minimum requirements of the job. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Knowledge, Skills, and Abilities Needed & Environmental Factors and Other Physical Requirements

- Knowledge of municipal laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of land use and zoning regulations, planning principles, economic development tools and incentives (including Type B corporations and public-private partnerships), and legal research methods and resources.
- Knowledge of legal research methods, organizational planning, resource allocation, leadership techniques, and administrative procedures (including HR functions, records management, and office systems).
- Understanding of the roles and functions of governmental agencies, boards, commissions, and other governing bodies.
- Ability to exercise discretion, sound judgment, and independent decision-making on complex legal and organizational matters while maintaining confidentiality.
- Ability to exercise discretion and independent judgment in evaluating legal matters, considering various courses of action, and making decisions that affect the organization.
- Skilled in problem analysis, critical thinking, and developing innovative, practical solutions.
- Strong written and oral communication skills, with the ability to present complex information clearly, influence others, and build cooperative relationships.
- Ability to manage multiple priorities, adapt to changing needs, and anticipate challenges under pressure.
- Proficient in team leadership, staff development, and aligning talent to organizational needs.

- Demonstrates accuracy, attention to detail, and integrity in all work, ensuring alignment with organizational goals.
- Ability to persuade others to adopt alternative approaches and bring different parties together to reconcile differences.
- Skilled in adjusting actions based on others' work and building cooperative relationships within and outside the organization.
- Ability to identify when problems may arise and create innovative solutions to address challenges.
- Proficient in motivating, developing, and directing teams, and identifying the right people for tasks.
- Ability to work independently towards general results, adapt to changing needs, and meet deadlines under pressure.
- Subject to sitting and standing to perform essential functions in an office environment.
- Visual acuity, speech, and hearing; hand and eye coordination, and manual dexterity necessary to operate office equipment.
- Regularly scheduled for a 5-day, 40-hour workweek, Monday through Friday, required to work extended hours and attend night meetings and conferences.
- Safe operation of passenger vehicles.
- Verbal and written communication.
- Frequent verbal and written communication required.