

Job Posting

City of West Bend, Wisconsin (pop. 31,227), is seeking a City Attorney. Appointed by the mayor and approved by the Common Council for an indefinite term, this fulltime, in-house position supervises, directs and coordinates all legal matters, Human Resources and related matters, and office personnel under the administrative direction of the City Administrator.

The successful candidate will have a Juris Doctor degree from an accredited law school, five years legal experience with three in municipal law, with strong emphasis in municipal law and public sector employment law, including litigation experience and collective bargaining, and be a member of Wisconsin Bar Association. Considerable knowledge of governmental organization, legislative proceedings and judicial procedures on the federal, state and local level. Considerable ability to provide advice, direction and work cooperatively with Mayor and Common Council, various Boards and Commissions, City Administrator and other City departments, employees and the general public, both orally and written, and the ability to handle affairs in strict confidence. Thorough knowledge of personnel procedures, affirmative action procedures, and working knowledge of personnel related statutes and administrative code. Must have superior leadership skills, strong customer service orientation, and community interests. Valid motor vehicle operator's license. Must be proficient in MS Office and online legal research software.

The City of West Bend offers a comprehensive fringe benefit package including health and life insurance. Residency required. If you are interested in this excellent opportunity, please submit a completed application and resume describing your experience as it relates directly to this position. Position open until filled. First review of applicants deadline is February 20, 2012. You may obtain application materials by visiting the City of West Bend website at www.ci.west-bend.wi.us or by contacting Human Resources at (262) 335-5114 or hr@ci.west-bend.wi.us.

The City of West Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City encourages all qualified candidates to apply.

Job Announcement

West Bend WI seeks City Attorney. Position open until filled. First application review date February 20, 2012. View job posting at www.ci-west-bend.wi.us Equal Opportunity Employer.