



# City of Lincoln City Attorney

*Recruitment Services Provided by Ralph Andersen & Associates*

## Outstanding Career Opportunity

The City of Lincoln City Council is conducting a comprehensive search for the City's first in-house legal counsel, an important milestone for the City of Lincoln. Top candidates will recognize this exciting time for a high energy and talented legal professional to join a collaborative team, well positioned for the future. Known as a generalist and well versed in municipal law, the City Attorney will work closely with the City Manager and provide advice to the Mayor and City Council as well as City departments on various matters of law pertaining to land use, development and an array of issues for a full-service city including police and fire. Lincoln has an unrivaled capacity to expand its current borders and is poised to significantly invest more than \$175 million in capital going toward infrastructure signifying the commitment to growth, great schools, and a superior place to live in Placer County.

"Speaking on behalf of the City Council, myself and the hard-working team here in the City of Lincoln, we all look forward to working collaboratively with the new City Attorney to support the policy-makers and ultimately, the community at-large. These are exciting times for the City of Lincoln and partnering with legal counsel on many key issues is very important to the overall success of this growing and progressive city."

**Matt Brower, City Manager**  
City of Lincoln, California

## The Community

The City of Lincoln is located at the edge of Northern California's foothills, 27 miles northeast of Sacramento, California's State Capital. With a 2016 population of 47,187, Lincoln has been one of the fastest growing cities in the country yet has managed to maintain the small-town charm that has made it such a desired location to live, work, and play. With a general aviation airport, plenty of land for development and a supportive community, Lincoln is being noticed as an excellent location for new and expanding employers.

Located in Placer County, Lincoln has much to offer from quality schools to cultural amenities and recreational pursuits. Throughout the year, residents and visitors are drawn to performances by the Lincoln Theatre Company and to exhibits featuring the talent of artists supported by the Art League of Lincoln. Fun-seekers come to Lincoln to attend the Tour de Lincoln, Classic Car Show, and annual Fourth of July and Holiday Parades, while local food and wine enthusiasts arrive to enjoy the Farmer's Market and wine tastings from Lincoln's local vineyards. The refurbished historic McBean Stadium has become the home field for William Jessup University's baseball team. Likewise, the Lincoln Potters collegiate wood bat baseball team plays at the McBean Park Stadium. Biking, hiking, boating, and winter sports are all within a short-drive from this hidden gem of a place to call home.



## City Governance/Structure

Lincoln was incorporated in 1890 and is a general law city with a City Council/City Manager form of government. The City Council has five members elected at large, on a non-partisan basis, to four-year overlapping terms. The Mayor is filled on a rotating basis. The City of Lincoln is a full-service city organized into eight major departments including Police, Fire, Public Services, Support Services, Community Development, Engineering, Library, and City Manager's Office. The City has approximately 167 full-time employees and a total budget of approximately \$83 Million.

## Overview of the Position

The City Attorney is appointed by and serves at the will of the City Council. Currently, the City Attorney is supported by a shared Executive Assistant and other administrative support, as needed. Moving forward, outside legal counsel will be used periodically on special assignments with the realization that the future growth of the City and increased economic and community development will be primary drivers that dictate expansion of the City Attorney's Office. In the meantime, the selected City Attorney will excel in an environment representative of a solo-practice, with a focus of providing sound and balanced advice to the Elected Officials and the City Manager.







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Matt Brower, City Manager

## The Ideal Candidate

The City Council is seeking an experienced legal professional with demonstrated expertise in municipal law and a solid background in economic and community development including significant land use. The City Attorney will work throughout the organization in a collaborative, approachable, and responsive manner. The desired candidate will bring proven legal leadership experience, clear and effective communication skills, and solid interpersonal skills.

The Council is seeking an accessible individual who understands the needs of the City, as well as those of internal and external stakeholders. The City Attorney will provide honest, consistent feedback and legal advice to the policymakers with a focus on transparency.

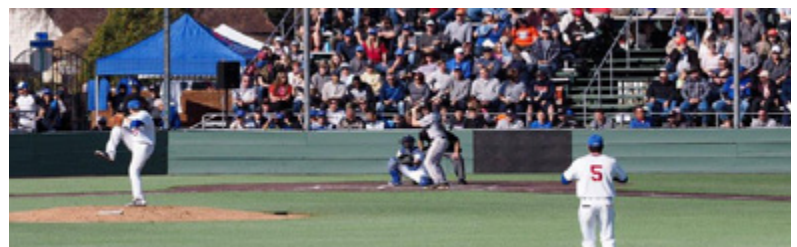
The City Attorney will also be an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of all aspects of an issue. With broad municipal experience (either directly with a municipality or through a municipal law firm), the Ideal Candidate will be able to evaluate controversial situations and present options in a clear and concise fashion. In addition to being a strong manager, an approachable, business friendly, can-do attitude and customer service approach to administering the City’s legal affairs were also identified as important personal attributes.

During the economic downturn and in most recent years, the City of Lincoln has undergone significant organizational changes. Additionally, with a much-improved economy the policymakers complemented by the leadership of the City

Manager, has moved forward in many positive ways. With much still to do and in addition to the ongoing contracts, development agreements, employee and labor relations, the new City Attorney will have significant opportunities for success providing legal guidance and advice in an array of land use issues, annexations, economic development, 2050 General Plan, infrastructure needs, water rights, regional water, and wastewater issues.

## Leadership and Management Traits

- Critical, independent thinker with a creative, hands-on approach to problem-solving and dedicated to public service;
- Self-starter, positive, appropriately assertive and proactive;
- Strives to earn and maintain the Mayor and City Council’s trust and respect, yet willing to raise difficult issues when necessary;
- Maintains impeccable ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others;
- Politically astute without being political; diplomatic and experienced in working with local elected officials;
- Leans in on difficult issues and easily discerns between the roles of providing legal advice and policy-making;



The new City Attorney will join a stable, well-run organization and have opportunities to provide legal advice on a variety of issue including land use, urban planning, sustainability efforts, public safety, and a broad range of economic development strategies while continuing to provide support in other key areas.



- Recognizes the value of being a team player amongst highly-engaged city executives; and
- Approachable and accessible to the Mayor, all City Council members, staff, and other City stakeholders.

In summary, the new City Attorney will be a person who enjoys public service and truly wants to be part of this organization and the community.

## Desired Qualifications

Candidates should possess a solid background in all aspects of municipal law. Experience in land use, real estate, and housing issues will distinguish successful candidates. It is anticipated that candidates will have served as a City Attorney or Assistant City Attorney or in an equivalent position with a city, county, or law firm serving local government. This is a prime opportunity for a long-term position with a growing and dynamic organization that values the importance of broad municipal legal experience in California.

## Compensation and Benefits

The salary range for this position will be \$175,000 to \$200,000. Placement within the range will be negotiated based on qualifications and experience. Benefits include: CalPers Retirement, PERS Medical Plan (Employee pays portion of most plans), Retiree Health (vested after 5-years), Dental (City pays Employee + family), Vision (City pays Employee), Vacation (15-20 days annually based on experience), Sick Leave (96 days annually), Administrative Leave (10 days annually), and Life Insurance. The City of Lincoln participates in Social Security.

The City Council will negotiate a mutually agreeable employment contract with the selected candidate that may also include moving and relocation assistance.



## To Be Considered

Interested candidates may apply for this career opportunity by submitting a resume and a compelling cover letter detailing how their experience matches the City's best interests. Apply by **Friday, November 10, 2017** to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). First review of applications with the City Council will be the week of November 13th. This recruitment will be considered open until filled. Serious candidates are strongly encouraged to apply early in the process. The City Council will begin a multi-step interview process shortly after the closing date continuing through the end of November. Top candidates will also be introduced to the City Manager, Department Directors and other staff. The City Council desires a smooth transition of leadership, and as a result, the Council, along with the Interim City Attorney (not a candidate for the position) will work together to facilitate a smooth transition.

This is a highly confidential search process. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900.

## Interview Schedule

### Closing Date

Friday, November 10, 2017

### First Round of Interviews with the City Council

Beginning week of November 13th through late November

### Introduction to City Manager / Department Directors / Staff

Coordinated with and around City Council Interviews

### Contract Approval

Council Meeting, December 12, 2017 (Target Date)

### New City Attorney Joins the City of Lincoln

ASAP in late December/early January or at a mutually agreed upon date