



# The City of Jacksonville **North Carolina**

Invites Your Interest in the Position of  
**City Attorney**



A search is underway to hire a community-minded City Attorney to be a part of the leadership for the City of Jacksonville, North Carolina. Our City leadership strives for excellence, focusing on actions for the betterment of our Community now and for the future, with a willingness to act boldly and creatively to achieve our goals and objectives.

The City of Jacksonville is a vibrant military host City with an overall population of 72,800. Our leadership team is committed to improving the quality of life for all community members through focused efforts on dynamic projects and initiatives that help shift economic development. Based on Council priorities we strive to provide unparalleled services, programs and opportunities for all ages, and expand on the sustainable health of our people, waterways and public spaces that help make Jacksonville a great place to work, live and play.

Jacksonville's strong military presence of Marine Corp Base Camp Lejeune and New River Air Station makes this community unique. Our long standing positive relationship and partnership with our military is a key factor in our community success. Tangible experience at a military installation, understanding protocols and an energetic vision for continual collaboration within the City's leadership team is vital.

With tourism, growth, and economic development in mind, the City is planning and implementing several economic development initiatives. Prime among these is the development of a 400 acre parcel which, upon completion, will function as a hub for community recreation, organized sports as well as a nexus for regional sporting and other events.



*A City Attorney with a deep understanding of municipal law and working towards positive community partnerships is highly desirable.*

Jacksonville seeks a City Attorney who is open-minded and is ready to navigate through and engage with community partners that work to keep our community thriving and economically sustainable. The successful candidate is a well seasoned civil servant with deep understanding of municipal law and the ability to successfully navigate community issues, initiatives and partnerships.

As part of the City leadership team, the City Attorney will join our forward thinking, high-functioning management team that works together to implement City Council vision and strategic goals. The City Attorney acts as legal counsel for City Council and the City Manager's leadership team, where the working relationship is one of trust, collaboration and transparency.

***The next City Attorney will join a forward thinking, caring leadership team focused on economic development, sustainable living, and unparalleled services for the community.***

While members of the City Manager's Office have assigned areas of responsibility, a team-based approach that includes functional partnerships to achieve results is important to the organization's culture.

The successful candidate will bring seasoned successful municipal law experience, energy and influence to build on our positive community partnerships and networks. The City Attorney plans, organizes, integrates, and directs staff in legal matters and plays a central role in developing and providing direction to staff related to implementation of City policy, strategic goals and priorities.



Montford Point Marine and Vietnam Veterans Memorials at Lejeune Memorial Gardens

# About the Community

The City of Jacksonville, the commercial hub of Onslow County, is a waterfront community with the New River flowing through the City center to North Carolina’s Southern Outer Banks (SOBX) area. Jacksonville is the youngest City in the United States, with an average age of 22.7 years (US Census), which can be attributed to its significant military presence.

Once known as a quiet farming community, Jacksonville has evolved (mainly due to the establishment of Camp Lejeune in 1941) into the business, retail, medical, banking, and cultural center for Onslow County. Jacksonville has held the distinction as “Tree City USA” for more than 40 years, an honor bestowed by the National Arbor Day Association for its dedication to nurturing green spaces in the community.

City leaders are committed to enhancing and preserving the quality of life in the City. Green space protection, environmental protection from water and sewer installations, beautification projects, water quality and flood control projects, and redevelopment and revitalization are just some efforts of Jacksonville leaders to preserve and protect what makes their community valuable and desirable.



Home to Marine Corps Base Camp Lejeune and New River Air Station



6,000+ Veterans live in Jacksonville



Kayaking on the New River

Take a stroll through the City of Jacksonville, and it's not hard to see the love this community has for its military presence and heritage. Many memorials and monuments pay homage to the sacrifice of those in the military. The Freedom Fountain is at the gateway to downtown and honors those who serve. The Lejeune Memorial Gardens include the Beirut Memorial, the Onslow Vietnam Veterans Memorial (the second largest Vietnam memorial in the USA,) the 9/11 Memorial Beam, the national Montford Point Marine Memorial, the Corpsmen Memorial and the Eagle, Globe, and Anchor sculpture.

Jacksonville is also known for its rich culinary culture. Visit one of the nearly 30 restaurants along the City's International Food Trail and the international fare and diverse culinary culture of these establishments will surely inspire you.

This unique waterfront community features many relaxing landscapes and water access to popular fishing spots along Wilson Bay, the New River and it's tributaries.

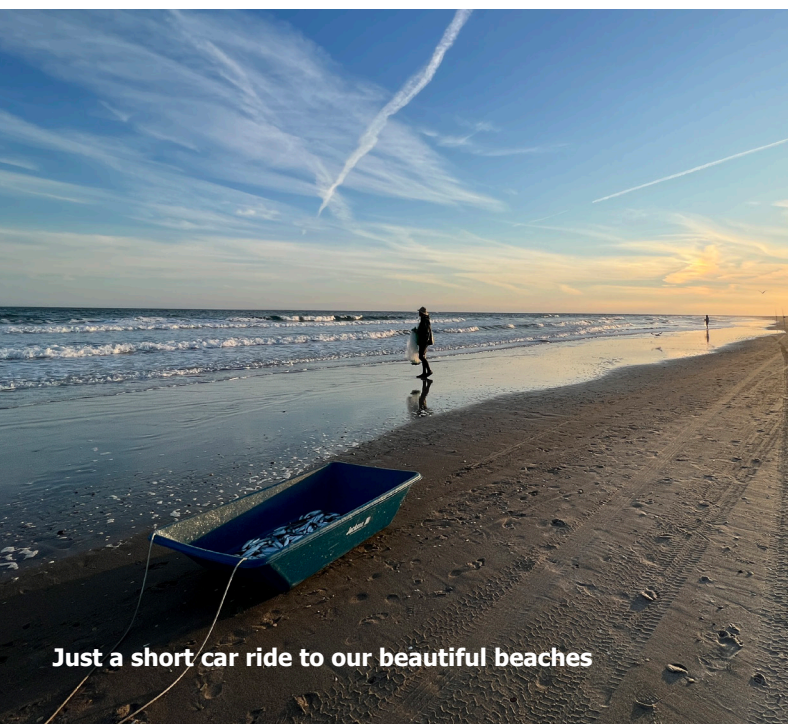
In Jacksonville's historic district, Riverwalk Crossing Park and the LP Willingham Park sit along the New River and host many annual events and festivals, including the New River Splash, Oktoberfest, Winterfest, and National Night Out. Along Wilson Bay, Sturgeon City Park and Wilson Bay Park are great recreational spaces for children and adults.



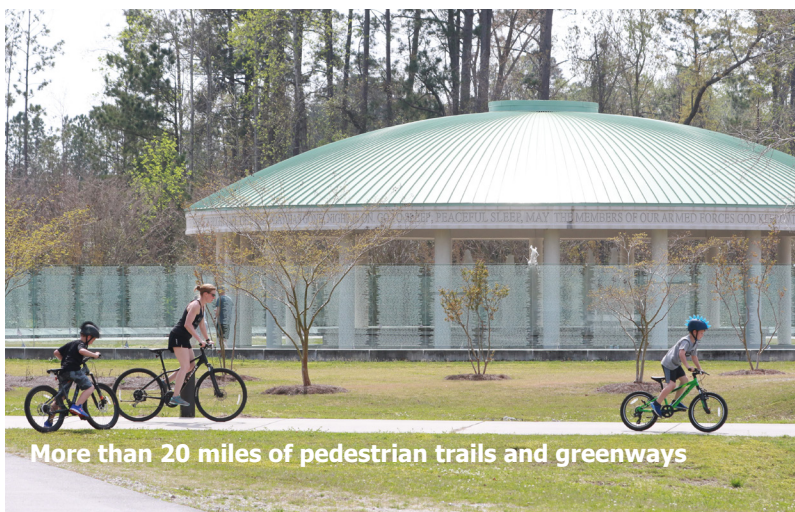
Home to the Jacksonville Ospreys



Many Festival and Events



Just a short car ride to our beautiful beaches



More than 20 miles of pedestrian trails and greenways

## About the Organization

The City of Jacksonville operates under a Council/Manager form of government. The Jacksonville City Council and City leaders are committed to providing the leadership, vision, and oversight necessary to ensure the responsible stewardship of Jacksonville's environment and natural resources for the effective and efficient delivery of municipal services and the proper planning for the future. The City's FY 24-25 budget totals \$119.5 million.

The City of Jacksonville provides a full range of services, including planning and community development; police and fire protection; water, sewer and sanitation services; the construction and maintenance of streets and other infrastructure; and cultural and recreational activities. To serve Citizens in the way they would like to be served, the City has a workforce of more than 650 across 19 departments.

Our leadership in the organization, just like our transient and diverse community, bring their talent from areas throughout the state and from around the country. The Jacksonville City Government is highly-regarded as a fiscally-conservative, well managed and technologically-advanced local government.

Jacksonville takes pride in our Caring Community; we are One City. A Caring Community is written in our seal and is a part of who we are. Jacksonville's One City initiative began in 2017 to further emphasize that Jacksonville is a Caring Community. Initial discussions centered around the need for tolerance, understanding and civility. The City workforce embraces this sentiment and takes pride in providing every Citizen the best in customer service. Jacksonville is our home; we work, live and play here.



## The Successful Candidate:

Serves as the chief legal advisor and representative for the City of Jacksonville, providing legal counsel to City officials, departments, and agencies. Responsibilities include:

- drafting ordinances, resolutions, and contracts;
- interpreting laws, regulations, and policies;
- representing the City in civil and administrative proceedings;
- and managing legal matters related to zoning, land use, labor, public safety, and environmental concerns.

The City Attorney ensures the municipality operates within the bounds of local, state, and federal laws while protecting its legal interests in all proceedings. May also oversee a legal team and collaborate with external counsel as needed.

## Key Position Priorities

- The City Attorney advises City officials, including the mayor, council, and various departments, on legal matters affecting the City. Including questions of municipal law, compliance with state and federal laws, and the interpretation of City ordinances.
- The City Attorney prepares ordinances, resolutions, contracts, and other legal documents on behalf of the City.
- Reviews agreements and contracts to ensure they are legally sound and protect the City's interests.
- The City Attorney represents the City in legal proceedings, which may include lawsuits filed by or against the City, as well as appearing in court on behalf of the City in matters like zoning disputes and employment issues.
- Assists in the enforcement of City codes and regulations, including those related to zoning, housing, and public safety.
- Assists the City with avoiding legal issues by identifying potential risks, advising on policy decisions, and suggesting ways to minimize legal exposure.
- The City Attorney may negotiate on behalf of the City in matters such as land acquisition, contracts, or other agreements.
- Ensures that the City complies with North Carolina's public records laws and open meetings laws, guiding City officials on transparency and accountability.



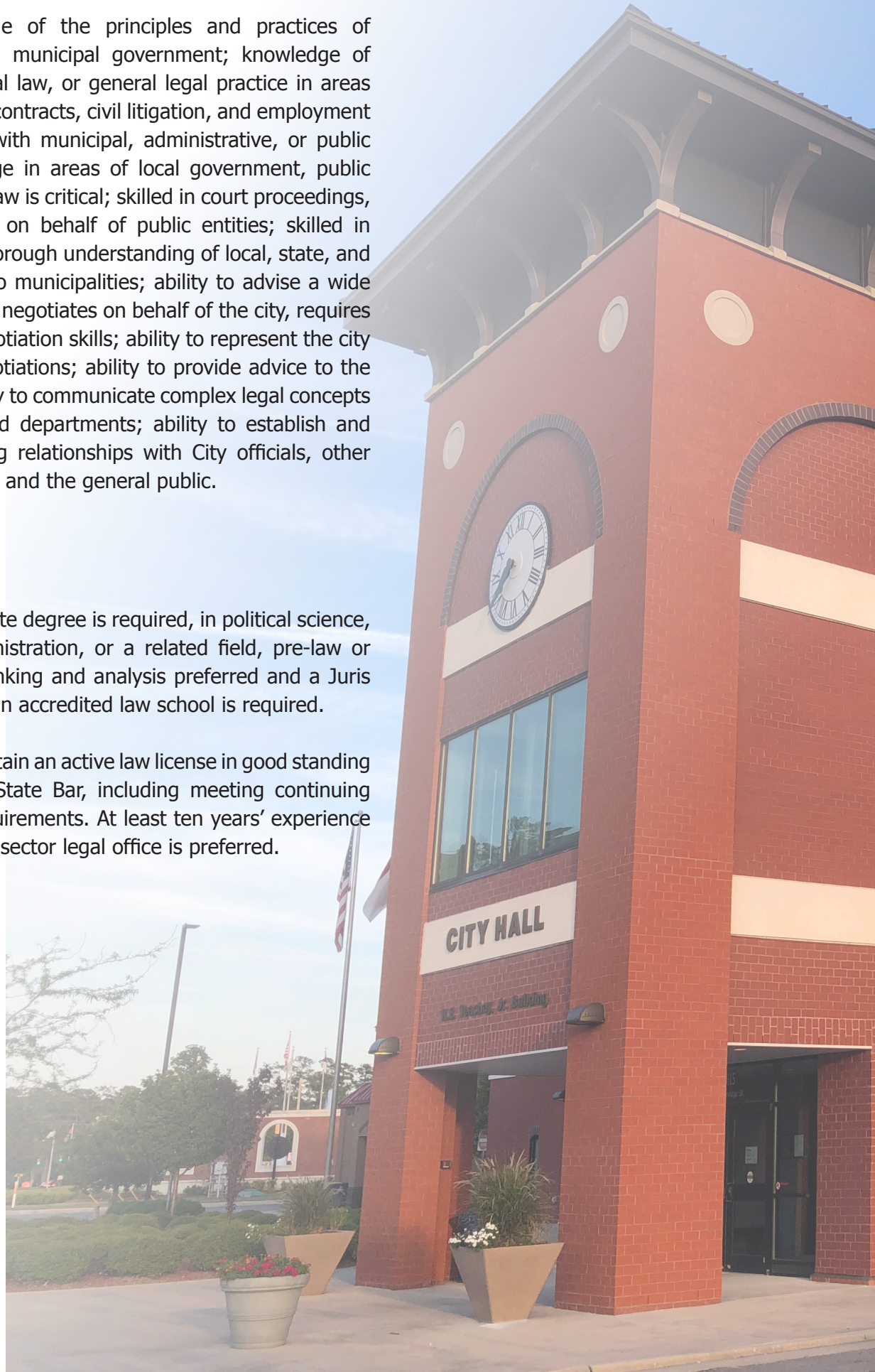
## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration and municipal government; knowledge of government law, municipal law, or general legal practice in areas such as land use, zoning, contracts, civil litigation, and employment law; general knowledge with municipal, administrative, or public law; specialized knowledge in areas of local government, public policy, and constitutional law is critical; skilled in court proceedings, litigation, or negotiations on behalf of public entities; skilled in research abilities and a thorough understanding of local, state, and federal law as it applies to municipalities; ability to advise a wide range of stakeholders and negotiates on behalf of the city, requires diplomacy and strong negotiation skills; ability to represent the city in legal disputes and negotiations; ability to provide advice to the work of a large staff; ability to communicate complex legal concepts clearly to city officials and departments; ability to establish and maintain effective working relationships with City officials, other public officials, associates, and the general public.

## Qualifications

A four-year undergraduate degree is required, in political science, government, public administration, or a related field, pre-law or fields involving critical thinking and analysis preferred and a Juris Doctor (JD) degree from an accredited law school is required.

City attorneys must maintain an active law license in good standing with the North Carolina State Bar, including meeting continuing legal education (CLE) requirements. At least ten years' experience in a government or public sector legal office is preferred.





# Salary and Benefits

The full pay range for the City Attorney position is: \$Min 139,378.46  
\$Mid 181,192.00  
\$Max 235,549.60

Starting salary is based on the individual's demonstrated knowledge, skills, abilities, experience, and education.

The City of Jacksonville provides an excellent benefits package, including health and dental coverage and NC Local Government Employee Retirement Plan participation.

## Application Process

E-mail your cover letter, resume, and list of five professional references with email and phone contact information by November 22, 2024, to:

Jeff Hale, Mercer Group Associates, at  
jeffhale1968@gmail.com.

Please do not send applications to the City as it will only delay receipt.

Questions should be directed to Jeff Hale at  
(706) 371-6126



The City of Jacksonville is an Equal Opportunity Employer.

All qualified applicants are considered for employment without regard to race, color, sex, national origin, age, marital status, religion, or disabilities unrelated to the essential function of the position.

**Veterans Encouraged to Apply**

