



## Job Description: Town Attorney

### Position Overview

The Town Attorney serves as the chief legal advisor for the town's government, providing legal counsel to the Town Council, Mayor, and various municipal departments. This individual is responsible for representing the town in legal matters, drafting ordinances and resolutions, and ensuring compliance with local, state, and federal laws.

### Key Responsibilities

- **Legal Counsel:** Advise the Town Council, Mayor, and town departments on legal issues, including litigation, contracts, property, employment, and regulatory compliance.
- **Representation:** Represent the town in civil and administrative proceedings, including court cases, hearings, and negotiations.
- **Ordinances and Resolutions:** Draft, review, and revise ordinances, resolutions, and other legal documents to ensure they align with legal standards and town policies.
- **Compliance:** Ensure the town's operations and policies comply with local, state, and federal laws and regulations.
- **Litigation Management:** Manage and oversee all litigation involving the town, including coordinating with outside counsel as necessary.
- **Contract Management:** Review and approve contracts, agreements, and other legal documents to protect the town's interests.
- **Risk Management:** Identify and mitigate legal risks to the town, providing proactive legal advice to minimize potential liabilities.
- **Public Meetings:** Attend and advise during Town Council meetings and other public sessions, ensuring legal procedures are followed.
- **Training:** Provide legal training and updates to town officials and staff on relevant legal matters and developments.

Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth at (520) 487-2331 (V/TDD)

## Qualifications

- Education: Juris Doctor (JD) degree from an accredited law school.
- Experience: Minimum of 5 years of experience in municipal or public sector law, with a strong background in litigation, contract law, and regulatory compliance.
- Licensing: Active membership in the state bar association and in good standing to practice law in this state.
- Skills: Excellent analytical, research, and communication skills; strong negotiation and conflict resolution abilities; proficiency in legal research tools and software.
- Attributes: High ethical standards, strong attention to detail, and the ability to work independently and collaboratively in a fast-paced environment.

## Work Environment

The Town Attorney typically works in an office setting. Presence is required at public meetings and court appearances. Travel is required for legal proceedings and consultations with external entities.

## Compensation

Compensation will be commensurate with experience and qualifications.

## Application Process

Interested candidates should submit a resume, cover letter, and references to the Town Clerk located at 125 N Clark St, or by mail to P.O. Box 130 Mammoth, AZ 85618. Resumes will be accepted until December 15, 2024.

We are an equal opportunity employer and encourage applicants from all backgrounds to apply.