



CITY OF BAYTOWN, TX
INVITES YOUR INTEREST IN THE POSITION OF
CITY ATTORNEY

THE COMMUNITY

Located just 30 miles east of downtown Houston, Baytown is the third-largest city in Harris County and is easily accessible via Interstate 10, Highway 146, and the Grand Parkway (Hwy 99).

With a population of around 77,000, Baytown encompasses an area of approximately 40 square miles and boasts a rich environment and a strong historical and economic heritage.

The City's strategic location has encouraged a successful and diverse blend of employment opportunities and recreational activities centered on the area's waterways. The City has 56 parks on approximately 1,000 acres of land, providing a large assortment of outdoor activities.

Located in the Texas Independence Trail region, Baytown is rich in history. General Sam Houston was an early resident, and the area played a significant role in the Battle of San Jacinto in 1836. The region was also home to the Karankawa Indians, and their artifacts can still be found at the Baytown Nature Center.

Originally three separate towns, the City of Baytown combined Goose Creek (dating back to before 1850) and oil boom-towns Pelly (established in the late 1910s) and East Baytown (early 1920s) when it incorporated in 1948.

Major employers include ExxonMobil, Goose Creek Consolidated Independent School District, and Houston Methodist Baytown Hospital. With a booming economy, Baytown is experiencing unprecedented growth in industry, retail, and housing. The City has maintained a high quality of life while becoming a major center for economic growth in the Sugar Land-Houston-Baytown metropolitan area. The City remains committed to smart growth, citywide innovation, infrastructure improvements, and increased investments in public safety to ensure Baytown will continue to be a quality community of choice.

THE ORGANIZATION

The City of Baytown is a Home-Rule city operating under a Council-Manager form of government. The City Council is comprised of six elected Council



members, one from each respective district, and one Mayoral position elected "at-large." Council members and the Mayor are each elected to a term of three years, with staggered elections.

The City of Baytown's purpose is to enrich lives and build community. Core Values include: Caring, Innovation, Collaboration, Leadership, and Stewardship.

The City is a full-service city supported by 930 FTEs. The City's total budget for FY2022 is \$245 million, of which \$126 million is the General Fund. In addition, the City has a Capital Improvements Program Fund of \$16.1 million. The City is financially stable and maintains strong bond ratings.

City departments include the City Clerk, Economic Development, Finance, Fire, Human Resources, Information Technology Services, Legal Services, Library, Municipal Court, Parks & Recreation, Planning & Development Services, Police, Public Works & Engineering, Public Affairs, and Public Health.

The City Manager is the chief executive and administrative officer of the City, responsible for general administration of the City's affairs and overseeing the operations of all City departments. The City Manager is assisted by two Assistant City Managers, who have several departments that report directly to them.

THE DEPARTMENT

The Legal Department is a service-oriented department which is responsible for providing counsel to the City Council, City Manager, and various department heads regarding legal matters and advising the City Council, Baytown Area Water Authority (BAWA), Crime Control Prevention District (CCPD), Fire Control Prevention and EMS District (FCPEMSD), Baytown Municipal Development District (MDD), and the Baytown Hospitality Public Facilities Corporation (PFC), as well as their boards and commissions, in litigation and adversary proceedings.

The Department also gives legal advice to officers and employees of the City relating to their powers and duties in such capacities. Legal services provided by the department include drafting and negotiating

contracts, prosecuting violations of the transportation, health and penal codes as well as the Code of Ordinances, and representing and coordinating the representation of the City in various civil matters, ensuring that the rights and interests of the City are being appropriately protected and pursued.

The Legal Departments' goals and objectives include:

- Provide dependable legal advice to the City Council and to the Boards of Directors of BAWA, CCPD, FCPEMSD, and MDD and their boards and commissions, as well as the officers and employees of the City.
- Draft, review and negotiate legal instruments for City projects in order to achieve the desired project goals while ensuring that the City's interests are adequately protected.
- Zealously represent the City, BAWA, CCPD, FCPEMSD, MDD, and PFC and protect their prospective interests.
- Prosecute all cases filed in Municipal Court.
- Remain current on state and federal laws and regulations applicable to the City, BAWA, CCPD, FCPEMSD, and MDD.
- Serve on the negotiating teams for collective bargaining, as well as in meet and confer.
- Support all legal opinions, whether written or oral, with case or statutory authority, as appropriate.
- Ensure that all requests for written opinions are honored in a timely manner.
- Ensure court-imposed deadlines are met.
- Ensure all contracts accomplish the intended purposes while providing sufficient protections.
- Maintain all written memorandum opinions issued by the department.

THE POSITION

Under the direction of the City Manager, the City Attorney directly supervises five full-time employees within the Legal Department. The City Attorney develops, administers, and monitors the Legal Department's \$1.2 million budget and is expected to exercise considerable initiative and independent professional judgment in all legal matters affecting City government. The Legal Department represents the City in all litigation, administrative



hearings, and other matters requiring legal representation and serves as Prosecutor for all municipal court cases, including those involving offenses under the Texas Penal Code, the Texas Transportation Code, and the City's Code of Ordinance.

Specific duties and responsibilities of the City Attorney include, but are not limited to:

- Drafts legal instruments including petitions, contracts, deeds, resolutions, easements, ordinances, and affidavits.
- Advises all City departments with regard to legal concerns. Oversees operations of City departments with regard to risk of liability and making determinations whether ordinances, policies, procedures, and practices are in compliance with applicable laws.
- Performs personnel related duties, including hiring, training, coaching, performance evaluations, and discipline.
- Attends regular City Council meetings twice per month, attends special meetings and training sessions as scheduled. Attends BAWA meetings once per month and MDD meetings as needed.
- Contacts outside council to follow-up on any litigation in which the City is presently involved, including assisting outside council in obtaining information and evidence, and appearing in court for trials.
- Performs miscellaneous legal duties for the City including purchasing and selling of property, representing the City in contract disputes as needed,

and prosecuting misdemeanors in the Municipal Court.

- Develops, administers, and monitors Legal Department budget.
- Performs all other related duties as assigned.

The ideal candidate will have knowledge of municipal law including tax, competitive bidding, authority of home rule cities, civil litigation, contracts, jurisdiction, and procedure. The selected candidate must have the ability to convey and legal counsel in a manner understandable to non-lawyers. Additionally, the ability to research the law and clearly write opinions and handle controversial issues, especially in a public setting which often is in front of the media, is needed. Knowledge of Civil Service Laws, Open Meetings, and the Public Information Act is a must.

A strong leader with a collaborative management style who is confident, accessible, diplomatic, and able to quickly build trusting relationships is needed. Must have an impeccable reputation for being ethical, loyal, proactive, and solutions-oriented. An approachable leader who develops effective relationships with staff, stakeholders, and the public is essential. The City Attorney must be politically astute while remaining apolitical and have strong analytical and negotiation skills. Exceptional interpersonal and communication skills are a must.

Requirements include a Law Degree (Juris Doctorate) from an accredited law school and ten years of experience in a related field, five of which must be in a progressive management role with supervisory responsibilities. Candidates must be licensed to practice law in the State of Texas and have or obtain a valid Texas driver's license with an acceptable driving record.

In the event of an emergency situation or evacuation, the City Attorney may be required to remain onsite to perform needed services.



COMPENSATION

The starting salary range is \$132,000 to \$180,000 and will be competitive and is negotiable based on the qualifications and experience of the individual selected. Texas has no state-level income tax.

TO APPLY

If interested in this outstanding opportunity, please visit our website, www.srnsearch.com, and apply online.

The first review of applications will occur on January 24, 2022; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Baytown. Candidates will be advised of the status of the recruitment following the selection of the City Attorney. Questions regarding this recruitment should be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Baytown is an Equal Opportunity Employer. In accordance with Texas Open Records laws, applications and resumes are subject to public disclosure.



S. RENÉE NARLOCH
& ASSOCIATES
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