



**FIRST ASSISTANT
CITY ATTORNEY**
CITY OF MCKINNEY, TX

Recruitment Services Provided By





The Opportunity

The City of McKinney, Texas, presents a rare opportunity to join the executive leadership team of one of the nation's highest-performing cities as its First Assistant City Attorney. This position is the first step of a multi-year succession plan to transition to an in-house legal department and provides a potential pathway to its leadership. This year, the City of McKinney was recently recognized as a Top Workplace by USA Today.

About McKinney

McKinney, Texas, population of 222,441, has a unique, rich, and diverse spirit with a vibrant and promising future. Located along US 75, in the northeastern corner of the Dallas-Fort Worth metroplex, McKinney's population has more than doubled every ten years since 1990 and is expected to reach 350,000 once the community is built out. McKinney is just 30 miles north of downtown Dallas and is the county seat of Collin County.

Throughout its growth, McKinney has maintained its sense of community and dedication to community engagement. The City's Unique by Nature brand is more than a tagline – it represents a way of life in a community that willingly works together to make McKinney a great place in which to live, work and raise a family. The city continues to invest in parks, recreation areas and well-planned open space, ensuring that as the community grows, it retains its livability and sense of place. The many and varied recreational opportunities include hiking and biking trails, aquatic centers, and splash pads throughout the city parks and a full array of adult and youth sports including golf, soccer, tennis, baseball, softball and more. The city offers numerous festivals throughout the year including holiday events, outdoor music, and art fairs. Residents also benefit from all the cultural amenities within the Metroplex.

The city is known for its diversity of housing options located on beautiful tree-lined streets and its outstanding educational system. The highly rated McKinney Independent School District, as well as excellent area private schools, provide quality education to over 24,500 students in grades K-12. All three McKinney ISD high schools rank in the top 5% of the nation's high schools. McKinney also offers easy access to higher education as the home to Collin College and branches of the University of North Texas, Texas A&M – Commerce, and the University of Texas at Dallas at the Collin Higher Education Center.



City Government

The City of McKinney operates under the council–manager form of government with home rule status, and the current City Manager was appointed in 2016. The City Council also appoints the City Attorney and has contracted with the same firm for nearly forty years, demonstrating incredible stability. The City Council consists of seven voting members, four of which are elected from districts and two members plus the mayor elected at large. All members are elected for four-year terms, with a limit of two terms per office. The City of McKinney is a large organization with 1,340 FTEs, a \$219 million General Fund budget, and a total budget of \$888 million. The City's fiscal policies have resulted in a AAA bond rating from S&P and Moody's. In addition to being a full-service municipality, McKinney serves as the county seat of Collin County and is home to the McKinney Performing Arts Center (the former Collin County Courthouse) and the McKinney National Airport, a full-service North Texas general aviation airport with a very active corporate flight department.

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to be a part of a High-Performing Organization that values collaboration and works at a fast and dynamic pace.

\$ 219M
General Fund Budget

1,340 FTE
Employees

The Position

Reporting to the appointed/contract City Attorney, the successful candidate will be expected to provide professional legal services to the Mayor, City Council, City management, City departments, and various City boards and commissions. The position will also provide assistance to the City Attorney, and supervise attorneys, paralegals, and administrative support staff. Key responsibilities include:

- Advising City Council Members, the City Manager, departments, municipal court, and employees on legal questions and procedures ranging from annexation to procurement, from open meetings to land use, and public information to conflicts of interest.
- Supervising any other assigned attorneys, paralegals, and administrative support staff members, including providing training, engaging in staff development, assigning and reviewing work, conducting performance reviews, and participating in interviewing, hiring, and disciplining staff.
- Attending City Council meetings, City Council committee meetings, board and commission meetings, and Department Head meetings to present items or to provide legal advice or information.
- Performing the duties of the City Attorney in his/her absence.
- Drafting, evaluating, and negotiating transactional documents for the City, investigating contract disputes, and settling disputes in the interest of the City.
- Performing legal research relating to cases, statutes, and ordinances.
- Responding to difficult and sensitive citizen inquiries and complaints, including reviewing and supervising investigations, and recommending resolutions.
- Drafting, reviewing, and updating ordinances, resolutions, and amendments thereto.
- Representing the City, in conjunction with outside litigation counsel, before courts and/or legislative and regulatory bodies.
- Monitoring, coordinating, and assigning lawsuits, including taking responsibility for the strategy and effective representation of the City in lawsuits.
- Participating in departmental staff meetings and assisting other attorneys – whether in-house or external – to complete work.
- Participating in speaking engagements and serving in professional organizations.



McKinney's Organizational Values

The City of McKinney used an employee-led process to identify and suggest organizational core values. Nearly 600 employees participated in the process, conducting over 49 small group meetings. The results were adopted and widely accepted – Respect, Integrity, Service and Excellence – R.I.S.E.



Respect. We support a healthy work environment.

- We value and respect each other.
- We are loyal, dependable and empathetic teammates.
- We embrace inclusion, diversity, fairness and open communication.
- We are trusted by our leaders to use judgment, take risks and make decisions.
- We foster a family-oriented culture that includes understanding, support, balance and fun.

Integrity. We model ethical behavior.

- We are honest.
- We do the right thing, always.
- We are open and transparent in our words and actions.
- We hold ourselves and co-workers accountable to high ethical standards.
- We appropriately question actions that may be inconsistent with our core values.
- We are committed to building and maintaining trust in one another and our community.

Service. We are selfless public servants.

- We serve and help others.
- We are caring and compassionate.
- We treat everyone the way we wish to be treated.
- We deliver exceptional service to internal and external customers.
- We are led by servant leaders, at all levels, who care about and support us.
- We never forget that we exist to make McKinney a better place to live, work and raise a family.

Excellence. We are competent and dedicated.

- We pursue excellence.
- We search for opportunities to learn and grow.
- We are accountable for our work and always do our very best.
- We are given challenging work by leaders who empower and support us.
- We are responsible stewards who embrace innovation, efficiency and improvement.
- We are a unified team that supports the goals and vision established by our elected officials.



Challenges & Opportunities

The First Assistant City Attorney will be the City's first position hired as it begins to build an in-house City Attorney's Office. Importantly, the City's longstanding contracted City Attorney will remain in place over the short term to transfer knowledge and help effectuate the transition. During this transition additional attorneys and staff are anticipated to be onboarded. The First Assistant City Attorney will play a pivotal role in this transition, all the while ensuring the continuation of excellent legal services in a fast-growing city with complex legal needs.

Ideal Candidate

The most successful candidates for First Assistant City Attorney will have the following attributes:

- A leadership style founded upon team building, collaboration, and facilitation is beneficial. The City of McKinney has made strong investments in building itself as a High Performing Organization (HPO). Prior HPO experience through programs such as SEI, or Leading EDGE is a plus, but not required.
- A strong work ethic and comfort level in a fast-moving environment is crucial. McKinney is, and will continue to be, a city requiring energy levels in keeping with its growth.
- Political astuteness and comfort interacting with elected officials, stakeholders, and business leaders will be advantageous.





Qualifications

The following are the minimum qualifications for the position of First Assistant City Attorney:

Education: A Juris Doctorate from an accredited law school.

Experience: Fifteen years of previous legal experience, including at least twelve years of municipal law or related experience, and five years of supervisory experience.

Licensure and Registrations: Must be a member in good standing of the State Bar of Texas. Licensure to practice before U.S. District Courts (Eastern and Northern) is preferred.

Salary & Benefits

The City of McKinney is offering a salary range of **\$196,000 to \$244,000** for this position, commensurate with experience and qualifications. In addition, the City provides an excellent executive benefit plan with the following key features:

- Texas Municipal Retirement System (TMRS) with a 7% employee contribution. The City of McKinney matches member deposits and interest at retirement at a rate of 2 to 1.
- Relocation Assistance
- Automobile and cell phone allowances
- Deferred Compensation: A voluntary deferred compensation plan is available.
- The City of McKinney participates in Social Security.
- Medical Insurance
- Dental Insurance
- Vision Insurance: Employee paid vision insurance is available.
- Holidays: The city provides 10 paid holidays per year.
- Sick Leave, Vacation Leave, and Paid Military Leave
- Basic Life Insurance and AD&D - 1x/annual salary
- Short Term Disability
- Hospital/Accident/Critical Care Insurance
- Flexible Spending Accounts
- Tuition Reimbursement





Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online no later than **Monday, April 7, 2025**, at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

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This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of McKinney is an Equal Opportunity Employer.

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