



# CITY ATTORNEY

City of Grand Prairie, Texas

Recruitment Services Provided By



# About Grand Prairie

Grand Prairie is a premiere community conveniently nestled in the middle of the Dallas/Fort Worth (DFW) Metroplex. This award-winning City offers a wide variety of amenities with something for everyone. The City's diverse housing offerings, schools of choice, award winning best-in-the nation parks system, and welcoming and friendly spirit make living, working, and playing in Grand Prairie a fun and exciting experience. Boasting a population of 200,640, Grand Prairie is the 9th largest city in the DFW area and the 17th largest city in Texas.

When it comes to family-friendly fun, Grand Prairie is a top-ten ranked "staycation" locale and is particularly one of the region's best places for family travel. Each year, approximately 10 million visitors enjoy the offerings of Grand Prairie including, Epic Central, Lone Star Park Thoroughbred Racetrack, the Texas Trust Theatre, Epic Waters Indoor Water Park, Joe Pool Lake, Bolder Adventure Park, the historic Uptown Theater, and PlayGrand Adventures, an all-access park. The summer of 2023 saw the addition of Major League Cricket contributing to these visitor numbers. Grand Prairie's Independent School District offers schools of choice that include a career high school, magnet campuses specializing in science, art, leadership, math, environment, college prep, STEM, language, and technology. The district has 43 K-12 campuses and a total enrollment of almost 30,000. Higher education opportunities abound, with many colleges and universities within a short commuting distance.

Even with these impressive credentials and a land space of 81 square miles, Grand Prairie is a big city which still maintains its small-town values and intimate community feel. The City's workforce and its elected officials exemplify the core values of service, people, and integrity. City staff strive to be innovative and forward-leaning as they look to enhance all aspects of municipal life.



## The Opportunity

The City of Grand Prairie, Texas is offering a career capstone opportunity for a seasoned leader well-versed in Texas municipal law to serve as the City Attorney. With both a highly functioning City Council and legal team, the next City Attorney will lead a staff dedicated to providing first-class legal services in a friendly, productive, and collegial municipal law environment.



## City Governance

Grand Prairie is a full-service municipality governed by a City Council/City Manager form of government. The City's legislative body consists of the mayor and eight council members who, as the City's decision-makers, are elected by and represent the residents' and the community's interests.

The City's daily operations are handled by a professional municipal manager appointed by the City Council. The City Manager functions as the City's Chief Executive Officer and is responsible for implementing City Council policy directives and ensuring the effective provision of all city services. The City Manager, with the assistance of two Deputy City Managers and two Managing Directors, carries out municipal business through the City's department directors and other municipal staff.

Grand Prairie provides an array of local government services including fire, parks, art & recreation, police, housing and neighborhood services, planning and development, library, airport, emergency management, engineering, and more. In an innovative municipal move, Grand Prairie has diversified its portfolio by engaging in public-private partnerships which have the benefit of expanding those community development opportunities which enhance the quality of life for the City's residents, businesses, and visitors. For Fiscal Year (FY) 2023/2024, the City's adopted operating budget is \$527 million which supports approximately 1,564 full-time staff and 335 part-time positions.

[Grand Prairie FY 23/24 Adopted Budget](#)

# The Office

The City Attorney's Office drafts ordinances and resolutions, prepares contracts and other documents, represents the City in court, and renders legal advice in a timely, accurate, and courteous manner to facilitate the development of the City Council's vision for the betterment of Grand Prairie.

The City Attorney and legal staff support the City of Grand Prairie by providing legal advice and representation to the City Council, City Manager, officers, agents, and employees of the city of Grand Prairie acting in their official capacity. The City Attorney also acts as the legislative liaison, monitoring the State Legislature, pushing for enactments favorable to the city and fighting legislation that is unfavorable or diminishes the city's authority.

The City Attorney's Office also works with the city's insurance pool to process liability claims and lawsuits involving Grand Prairie.

The Municipal Court Prosecutors represent the city in all municipal court matters involving citations issued by Grand Prairie police, code enforcement and housing enforcement officers.

Grand Prairie's City Attorney is supported by a staff of 10 which includes one Senior Assistant City Attorney, five Assistant City Attorneys, two Deputy City Attorneys, one Legal Services Coordinator, and one Executive Assistant with an operating budget of \$1.59 million.

**10 FTEs**  
EMPLOYEES

**\$1.59 M**  
BUDGET





## The Position

The Grand Prairie City Attorney is a legal generalist involved in all facets of municipal law and operation. The City Attorney provides legal counsel and analysis on a variety of matters including aviation and transportation, bond and finance, procurement and contract claims, zoning and land use, environmental law, open records, open meetings, public utilities and water law issues, and housing and community developments. This position will serve as the legal advisor for all meetings of the City Council and City Manager to provide legal opinions and advice on parliamentary process for the City Council, contemplated actions by the City Council and City Manager, and legal ramifications of pending litigation and potential legislation under consideration by the City Council.

The City Attorney manages an office that is an impartial and effective legal representative for Grand Prairie, governed by its City Council and managed by the City's staff. The City Attorney upholds the Federal and State constitutions and all laws consistent with those constitutions. Current departmental goals include:

- Maintaining open communications with the City Council, the Planning Commission, other advisory bodies, and all City departments to assist them in developing solutions to achieve and implement their respective goals, programs, and projects.
- Providing high quality and timely legal services to the City Council, Planning Commission, other advisory bodies, and all City departments.
- Effectively representing the interests of the City of Grand Prairie in direct handling of litigation and administrative proceedings.
- Maintaining effective cost control for all City legal services including effective management of outside legal counsel services and costs.
- Maintaining the highest level of professional integrity and competence through a program of continuing legal education.

## The Position

- Continuing to maintain public confidence in the City Attorney's Office.
- Attending City Council meetings and, through Assistant City Attorneys, Planning and Zoning commission and Zoning Board of Adjustment meetings.
- Representing the City in some litigation and working with outside counsel on general litigation.
- Coordinating assigned activities with other City departments, officials, outside agencies, outside counsel, and the public.
- Fostering cooperative working relationships with City departments, intergovernmental and regulatory agencies, and various public and private groups.
- Assuming full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, risk management, and administrative hearings.
- Developing, directing, and coordinating the implementation of goals, objectives, policies, procedures, and work standards for the Office.





# Opportunities and Challenges

The next City Attorney will have a wonderful opportunity to help an effective and motivated City Council to achieve its policy goals. Circumstances which create the ability for the ideal candidate to experience career-defining opportunities include:

- Working with a highly competent, dedicated, and talented staff to assist the City of Grand Prairie as it navigates expanded development, planning, and zoning activities.
- Navigating the complexities associated with the City's land use decisions and its public-private partnerships.
- Providing effective legal guidance to those departments charged with implementing the City Council's policy directives particularly relating to maintaining community standards throughout Grand Prairie during a period of explosive growth.



## Ideal Candidate

The ideal candidate will have an established reputation for and commitment to exceptional ethical conduct, people, and service. This candidate will be genuinely committed to working collaboratively with the existing team of talented and highly valued staff to provide guidance, direction, recognition, and professional development. The desired candidate will be known for being creative, forward-thinking, anticipatory, flexible, politically astute, and proactive. The preferred candidate must be a collaborative communicator with the ability to engage various stakeholders, whether internal or external, with tact, diplomacy, and the utmost confidentiality. The selected candidate will be capable of resolving complex issues, multi-tasking, prioritizing projects, and operating in a fast-paced environment, while being enthusiastic and action-oriented. The successful candidate must operate with independence and initiative while being aligned with the policy direction of the City Council and Office of the City Manager. The ideal candidate must exhibit a great deal of political savvy and sensitivity.

The relationships with the City Council, City Manager, and City Staff are built on a collegial, friendly, and professional approach free of competition. The ideal candidate will be:

- An effective, supportive leader who values consensus building, collaborating, and teambuilding with companion capabilities in planning, problem-solving, and directing action.
- Receptive to embracing innovation and encouraging cross-functional partnerships to achieve measurable results.

- A strategic thinker who is knowledgeable about current or emerging technologies related to the provision of legal services who seeks best and most promising practices to ensure continuous growth and relevance.
- A talented problem-solver with a strong understanding of municipal structure and operation.
- Readily accessible and responsive to Council and City Staff to enable the receipt of needed advice or problem solving to find the best course of action in addressing emerging issues.
- A clear communicator—both orally and in writing—who can synthesize complex information into simple terms for legal and non-legal community stakeholders.
- Knowledgeable about laws affecting municipalities and regulations impacting contractual transactions.
- Skilled at identifying, assessing, and articulating risk factors associated with multiple potential courses of action and assisting others in arriving at sound decisions that are in the best interests of Grand Prairie complimented by the ability to encourage open-mindedness toward unpopular alternatives, or spotlighting risks associated with popular ones.
- Experienced in developing and administering development agreements, vendor service contracts, construction contracts, and tax abatements is ideal; previous experience with municipal representation in the areas of civil litigation, dispute resolution, employment law, and civil service is also desirable.



# Qualifications

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

**Education:** A Juris Doctorate degree from an accredited school of law.

**Experience:** At least ten years of practice in public agency/municipal law with at least three years of supervisory experience is required.

**Required Licenses and Certifications:** An active member in the State Bar of Texas and licensed to practice law before the U.S. District Court and the U.S. Circuit Court of Appeals. Candidates must possess and maintain a valid Texas driver's license.

**Residency:** Candidates must live within an appropriate distance from the City of Grand Prairie to enable attendance at all necessary meetings and activities.



#### Other Benefits Include:

- **Vacation:** 4 weeks accrued annually (160 hours per year) with 4 weeks added to vacation balance upon hire.
- **Sick Leave:** 120 hours (15 8-hour days) accrued annually with unlimited accrual
- **Holidays:** 9 paid holidays and 1 personal holiday
- **Employee Life and Dependent Life Insurance Options**
- **Long-Term Disability**

## Compensation and Benefits

The full salary range for the City Attorney is **\$210,000 to \$245,000** with the final compensation package dependent upon the successful candidate's qualifications and experience. In addition, an excellent executive benefits package is provided as outlined below. Key benefits include:

**Retirement:** The City of Grand Prairie is a member of the Texas Municipal Retirement System (TMRS). Employees contribute 7% of gross income on a pre-tax basis with a City match of 2:1 plus interest upon retirement. A voluntary 457 Deferred Compensation Retirement Plan is also available.

**Insurance:** The City provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events to enhance quality-of-life outside work and to help employees and their families plan and prepare for the future and include medical, dental, and vision insurance cafeteria plans with a variety of plan options for employees and dependents.

**Vehicle Allowance:** \$5,100/year

**Relocation Assistance:** City will provide relocation assistance to the selected candidate in accordance with municipal policy.



# The Process

All qualified candidates are encouraged to apply by no later than **Monday, November 13, 2023**. All interested candidates are required to submit a comprehensive résumé and compelling letter of interest.

Apply online at [mosaicpublic.com/careers](https://mosaicpublic.com/careers). All documents may be uploaded on this site.

Interviews with the City of Grand Prairie will be offered to those candidates selected as finalists. The selected candidate will join the City of Grand Prairie on a mutually agreed upon date after completing all relevant background verifications.

Due to the public nature of searches in the State of Texas, confidential inquiries are recommended. Should you have any questions, contact Jacqueline Seabrooks at (916) 550-4100 before submitting any materials. Interested individuals should be aware that Mosaic Public Partners will work closely with the City of Grand Prairie throughout this process to ensure confidentiality to the degree allowable by the State of Texas' laws governing open records.

*The City of Grand Prairie is an Equal Opportunity Employer.*



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