Invites your interest in the position of

Town Attorney
The Town of Chapel Hill, NC is seeking a highly experienced and collaborative municipal lawyer to be its next Town Attorney. Appointed by the Town Council, the successful candidate will embrace values of equity and inclusion and work effectively with a variety of stakeholders including the Town Manager’s office, department heads, the Town Council, and a highly engaged community. The Town Attorney must be an effective manager of people to lead the Legal Department to effectively represent the Town in all legal matters. This is the ideal job for a municipal law generalist who is public-service-oriented and shares the Town of Chapel Hill fundamental value of addressing community issues through the filter of social justice.

About the Community: Chapel Hill, NC, is a multicultural university town with a population of approximately 61,000 that frequently appears in national “best place to live” listings and was recently recognized as one of the best towns in the U.S. by the Guardian. As home to the nation’s first public institution of higher learning, Chapel Hill is a picturesque community of 21 square miles filled with trees, historic and mid-century architecture and a thriving downtown.

Chapel Hill’s major employers are the University of North Carolina at Chapel Hill and UNC Health. These thriving institutions help account for a stable employment base that is consistently rated above state and national benchmarks. Our emerging entrepreneurial community is led by LAUNCH, an internationally recognized business accelerator program that is a collaborative venture of the Town, Orange County, and University.

Chapel Hill is a recognized pioneer in education, research, and innovation. Our community offers a small-town culture with metropolitan amenities. This is a place where ideas are born and is also home to brilliant minds, award-winning restaurants, innovative businesses, outstanding public schools and a vibrant music and performing arts scene. Historic homes and modern condos coexist beautifully here, all connected by open spaces and free public transportation. While passionate about the Tar Heels and Carolina Blue, Town residents are also green in terms of sustainability and community character. Our community enjoys pedestrian-friendly neighborhoods, greenways and trails, and more than 700 acres of parks and open space.

Located in the beautiful piedmont region of central North Carolina known as the “Research Triangle”, Chapel Hill sits within a few hours of the coast and the beautiful Blue Ridge Mountains and is a short drive from and the RDU International Airport, the State Capital, 16 universities and colleges, major corporations, medical centers, museums, theaters, and outdoor activities.

Why Chapel Hill?

- Equidistant from mountains and beaches
- Minutes away from Research Triangle Park with access to research and tech companies
- Home to University of North Carolina – CH
- Fare free bus system
- Well-educated and diverse citizenry
- Community-minded businesses
- Political activism and public engagement
- James Beard award winning restaurants
- Seasonal festivals and community events
- Active, local music scene
- Iconic Downtown
- Have NCAA Champions in many sports, esp. Women’s Soccer
- National champion Tarheel basketball team
- Passion for Carolina Blue!

Chapel Hill by the Numbers

- Population: 59,376 residents, 29,135 UNC enrollment
- Median Age: 25.7
- Budget: $100.7 Million for all funds
- Property Tax Rate: 52.4 cents / $100 assessed value
- Public Schools: Ranked No. 1 in North Carolina and No. 202 nationally out of 10,754 districts (Niche.com, 2018)
- Chapel Hill Transit: 7 million fare free rides / year
- Parks, Open Space and Greenways: 740+ acres
- Safety: 14% Decline in major crimes over 5 years, 4.3 Minute average Fire Fighter response time
- Median Property Value: $421,197
- Affordable Housing Stock: 1,062 subsidized units
- Race and Ethnicity: White 73%, Asian 12%, Black 10%, Hispanic or Latino of any Race 6.4%
- Cultural Diversity: 17% born outside United States
- Education: 73% earn Bachelor or greater
- Number of Nobel Prize winners: 21
Our Values

Responsibility
We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

Equity
Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town’s residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.

Safety
We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

Professionalism
We are committed to the excellence and accountability of our own performance as well as the performance of the organization. We carry out our jobs efficiently and effectively, are open to feedback about our performance and show a willingness to learn.

Ethics
We conduct ourselves in a way that is consistent with and deserving of the level of trust that has been placed in us by the community members of Chapel Hill.

Communication
We take part in constructive dialogues and set clear goals and expectations so we may better understand our roles in the workplace. Our organizational values serve as a common language when discussing each other’s decisions and actions.

Teamwork
We participate in a cooperative work environment in order to support each other in our service to the community. We encourage an environment that fosters innovation and creativity.

About the Organization: Our organization’s RESPECT values (Responsibility, Equity, Safety, Professionalism, Ethics, Communication and Teamwork) are the basis for our choices. They are reflected in our behavior and decisions every day. They are our compass as we accomplish our mission and objectives. As a result, residents have consistently rated Chapel Hill as “high-performing” in biennial community surveys. Due to a solid economic base in and around Chapel Hill and careful management of resources, the Town of Chapel Hill has bond ratings of AAA and consistently wins awards for its annual budget and financial report.

Chapel Hill’s strategic focus for the future is guided by the community vision established in the Chapel Hill 2020 Comprehensive Plan and is incorporated into the organization’s departmental business plans.

Position Responsibilities:
The Town’s Legal Department advises and represents the Town of Chapel Hill in all settings where legal advice and representation are needed or requested. The department provides advice to Town Council, the Town Manager, Town departments, boards, and commissions. The Town Attorney’s work involves preparing and reviewing legal documents for the Town, representing the Town at state and federal trial, and the appellate court as well as administrative proceedings, attendance at all meetings of the Council, and occasional attendance at advisory board meetings held during and outside of business hours.

The Town Attorney must exercise independent judgment, discretion, and initiative in completing assignments. The Town also values the ability to understand and communicate clearly in plain language legal concepts, arguments, court decisions, and rulings. The Town Attorney must communicate with tact and courtesy to staff, Council, taxpayers, attorneys, advisory board members, and the general public.

The Town Attorney works under the general supervision of the Town Council and interfaces regularly with the office of the Town Manager. The Council appoints the Town Manager, Town Attorney, and members of boards, committees, and commissions, approves the annual budget, authorizes contracts on the town’s behalf, enacts ordinances and resolutions and establishes general town policies. The Chapel Hill Town Council has nine seats with one current Council vacancy – eight council members, and the Mayor. Terms are staggered, with nonpartisan elections every four years for Council members and every two years for Mayor.

With a track record of giving advice grounded in solid legal interpretations, the successful candidate will be an assertive advocate for his or her best legal opinion on a given issue with elected or appointed officials and staff. The Town Attorney will be expected to work collaboratively with the Sr. Legal Advisor and Police Attorney employed by the Town, oversees one paralegal and one administrative support staff, and must have an interest, desire, and track record in being a leader who develops staff, not just a lawyer who manages legal issues. Key priorities for the next Town Attorney will be an enhanced community focus on sustainable development, affordability initiatives, revision of the Land Use Management Ordinance, as well as an evaluation of the Town Attorney Office in terms of workload and scope to ensure maximum effectiveness.
The Successful Candidate:

- constructively and assertively advises and provides guidance to Town Council;
- listens effectively to all sides of an issue and works to find win-win solutions when feasible within the scope of the law;
- works collaboratively with all Town of Chapel Hill departments to solve problems and improve services and quality of life for residents and holds Legal staff to the same standard of collaborative engagement;
- shares and is committed to values such as social justice, equity, and making Chapel Hill a welcoming community for all;
- is a strong leader with impeccable integrity and a proven record of consistency in managing both internal and external relationships;
- holds a thorough knowledge of North Carolina law pertaining to local government;
- has extensive knowledge of and experience in applying the principles and procedures of civil law, especially as related to local government;
- confidently and competently represents Town issues and interests in court proceedings;
- is experienced in conducting legal research, investigation methods, judicial procedure, and rules of evidence;
- is considered a highly accomplished legal professional with exceptional skill in legal writing;
- analyzes and solves legal problems and interprets laws and regulations affecting the Town consistent with applicable ethical and professional standards;
- is a proven manager with the ability to establish and maintain effective working relationships and to plan, assign, and coordinate the work of subordinates across a schedule and workload that goes beyond a standard workweek;
- is resilient in the face of challenges and seeks innovative solutions to problems;
- communicates excellently both verbally and in writing and possesses well-developed interpersonal skills and abilities;
- values accountability and holds high expectations of self and others while also being an effective and respected leader; and,
- establishes and maintains effective relationships with other municipal practitioners through networking, professional organizations, and academic institutions.
Minimum Qualifications:
- Graduation from an accredited school of law
- License to practice law in North Carolina or licensure reciprocity
- 7-10 years of experience as a practicing attorney performing high level legal and trial work or comparable experience or combination thereof
- Experience with municipal law
- Experience in judicial procedure, rules of civil and criminal procedure, and rules of evidence
- Experience in management and supervision of licensed attorneys
- Experience with land-use law

Preferred Qualifications:
- Experience in Municipal or Public Law, Contract Law, Employment Law &/or Environmental Law
- Strong litigation background
- Experience in the capacity of a Town Attorney or with other public sector entities

Salary range and Application Process:

Salary and Benefits: While the minimum starting salary will be $160K, the Council is offering a competitive salary that will be negotiable based on experience and qualifications. Information about the Town’s benefits can be found by clicking here (or by copying and pasting: http://www.townofchapelhill.org/town-hall/departments-services/human-resource-development/employee-benefits).

While there is not a residency requirement, Council prefers the selected candidate live within Town limits or move within these boundaries within 12 months of appointment to the position.

To apply for this position, visit the Developmental Associates website (or copy and paste https://www.developmentalassociates.com/ into your browser) and click on the Town Attorney-Chapel Hill link on the home page. All applications must be submitted online via the Developmental Associates application portal – NOT the Town of Chapel Hill application portal, nor any other external website; it is not sufficient to send only a résumé. Application review begins May 4, 2020. Finalists will participate in onsite interviews and skill assessments on June 4 or 5, 2020 in Chapel Hill. Please note that if current social distancing restrictions are ongoing, parts of the skill evaluation may take place virtually in combination with face to face meetings. All inquiries should be emailed to hiring@developmentalassociates.com. The Town of Chapel Hill is an Equal Opportunity Employer. Developmental Associates, LLC is managing the recruitment and selection process for this position.

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