

**Assistant City Attorney**  
**Dallas City Attorney's Office – DFW Airport**

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney with at least five years of relevant experience to fill a full-time position at the Dallas/Fort Worth International Airport. Applicants must be licensed to practice law in the State of Texas and in good standing with the Texas Bar.

The position involves providing legal advice to the DFW Airport's Board of Directors and Board staff and maintaining regular contact with Board staff, contractors, and consultants. Duties include drafting, reviewing, negotiating, and advising on a variety of contracts, including construction, architectural, engineering, design and professional services contracts, consulting agreements, and service level agreements; advising on procurement laws; and advising on open records and open meetings laws. This position also involves monitoring developments, including proposed legislation and court decisions, related to airport activities, evaluating their impact on airport operations, and recommending and implementing policy and procedural improvements. Other duties may be assigned. Applicants must have excellent oral and written communication skills.

Salary is commensurate with experience. The City's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Details concerning the Dallas City Attorney's Office are available at [www.dallascityattorney.com](http://www.dallascityattorney.com).

If interested in applying, please send a cover letter, resume, and writing sample of no more than ten pages to:

[attresumes@dallascityhall.com](mailto:attresumes@dallascityhall.com)

No phone calls, please.