

Assistant City Attorney
Dallas City Attorney's Office – Government Services

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney with a minimum of five years of experience negotiating, drafting, and reviewing contracts to fill a full-time position in the Government Services Section. The section provides advice and counsel to the Dallas City Council, the city manager, the city secretary, and city departments on various legal issues, including, procurement, emergency management, health care privacy, utility regulations and franchising issues, environmental issues, sanitation, aviation, technology and cybersecurity, credit processing services, benefits, deferred compensation, water utilities, and municipal finance.

A substantial amount of the successful candidate's daily work will include negotiating complex contracts for engineering services, consultant services, software, staffing, the public library system, municipal courts, technology and cybersecurity, Dallas Water Utilities, professional services, risk management, interlocal agreements, and many other contracts relating to government services. The position does not involve litigation, although the successful applicant will occasionally work with and advise litigators on matters. Other duties may be assigned.

Applicants must be licensed to practice law in Texas and be in good standing with the State Bar of Texas and must also possess excellent oral and written communication skills. Experience in municipal law, and the various local, state, and federal laws and program requirements pertinent to the procurement of city goods and services is a plus.

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.

If interested, please send a resume, cover letter, writing sample of no more than 10 pages, and three references to:

attresumes@dallas.gov

No phone calls, please.