

City of Buckhannon

Notice of Position of City Attorney

The City of Buckhannon will receive letters of interest and curriculum vitae from attorneys licensed to practice law in West Virginia to provide legal services and serve as the chief legal advisor and counselor to the City Council, the City's Utility Boards, and all appointed officers of the City.

Information to be provided shall include: (1) letter of interest highlighting education, experience, and professional qualifications and accomplishments; (2) professional resume; (3) proof of current West Virginia Bar membership including Bar number; (4) proof of current, malpractice insurance; and (5) list of professional references.

The City Attorney represents the City in all litigation and administrative proceedings in which the City, or any City officer or employee in their municipal capacity is a party. The City Attorney shall perform such legal duties incidental to the office as may be directed by the Mayor or City Council. The City Attorney shall serve the Council, officers, and Boards of the City as chief legal counsel. The City Attorney shall receive such regular compensation as agreed upon with the City Council. No person shall be eligible for appointment to the office of City Attorney who is not an attorney-at-law duly admitted to practice in the State of West Virginia, and shall be a licensed and active member currently in good standing with the West Virginia Bar Association.

Duties and Responsibilities of the City Attorney include, but are not limited to the following:

- Prosecute or defend all suits on behalf of or against the City
- Review or prepare all contracts, deeds, bonds, and other legal documents for the City
- Serve as prosecutor of the Municipal Court
- Attend all regular and special meetings of the City Council advising the mayor and council on legal questions arising, and further shall upon request attend Utility Board meetings
- Advise the City in the preparation of resolutions and ordinances and perform such other legal services as may be required by City Council
- Perform all other duties and functions associated with the office of City Attorney as prescribed by the WV Code, the City Charter, ordinances and resolutions, or as directed by the Mayor, City Council, and/or the Boards and Commissions of the City.

The City Attorney is appointed by the Mayor and City Council and serves at the will and pleasure of the City Council. This position is an at-will one without benefits. The City further may terminate the City Attorney for misfeasance, nonfeasance, and malfeasance at any time.

All interested attorneys shall submit the requested information hand delivered or postmarked by midnight on Saturday, September 17, 2016 to:

David W. McCauley, Mayor
City Hall
70 East Main Street
Buckhannon, WV 26201
Reference: Position of City Attorney

The City Council shall consider the above materials as submitted by applicants and then determine during a special meeting to be held on Tuesday, September 20 those attorneys who will be interviewed by the Council for the position on or about September 27. The City Council will meet specially on Thursday, September 29 to deliberate and announce the successful candidate who will commence their service as City Attorney on October 1.

Applicants are subject to a criminal identification bureau investigation, and agree to execute such release to permit such investigation.

The City shall consider all application materials without regard to any applicant's race, national origin, ethnicity, gender, religion, age, handicap, familial status, sexual orientation, or any other protected class status in the appointment of the City Attorney.

David W. McCauley, Mayor