



# THE CITY OF DE PERE, WISCONSIN IS SEEKING A **CITY ATTORNEY**

## **The Community**

De Pere, one of the best places to live in Wisconsin, is a safe, warm, and friendly community less than ten minutes from the City of Green Bay and located right along the Fox River. De Pere is an integral part of the Green Bay and Brown County metro area, offering a below average cost of living, low crime rates, and a vibrant economy, all while maintaining a small town feel for an estimated 25,410 residents. With more than 1,400 acres of modern business parks, De Pere is home to the area's largest employer, Humana. Additionally, De Pere has two exceptional public-school districts, Montessori and parochial schools, a special needs school, the nationally recognized Saint Norbert College, and the Medical College of Wisconsin.



Visitors and residents enjoy special events at the Weidner Center for the Performing Arts, and the Resch Center, which hosts a wide variety of events, including concerts, sporting events, theater productions, consumer/trade shows, a game day tailgate party, Symphony Orchestras, Broadway productions, and major national headliners. Outdoor enthusiasts can enjoy biking, hiking, and cross-country skiing along the Fox River Trail and other state recreational trails. The Fox River, the Bay of Green Bay, and Lake Michigan provides residents and visitors with ample opportunities to enjoy fishing and boating. Families always enjoy the Bay Beach Amusement Park and Wildlife Sanctuary, a beautiful 600-acre urban wildlife refuge. Sports fans can enjoy Lambeau Field, home of the NFL's Green Bay Packers, or cheer on the Green Bay Rockers (Northwoods Collegiate Baseball League), the 2012 USHL Champion Green Bay Gamblers (hockey), the Green Bay Blizzard (Indoor Football League), UW-Green Bay Athletics (NCAA Division I school, Horizon League), or St. Norbert College athletics (NCAA Division III) which offers 23 varsity sports programs.

De Pere offers something for everyone, from its historic downtown with unique architecture, exceptional shops, casual and fine dining, sport bars, wine bar, and live entertainment, to a comedy theatre and several live music venues offering a wide variety of music from alternative rock to classical. New to De Pere will be the Mulva Cultural Center opening in 2023 which will have world-renowned arts and exhibits inside an iconic culture center in the heart of the historic downtown. The above are a few of the reasons De Pere is a great place to live, shop, dine, play, and stay!

## The Organization

The City of De Pere is a full-service City, operating under a Mayor-Council-City Administrator form of government. Citizens elect a mayor, the city's chief executive officer (CEO), on a non-partisan basis to serve a two-year term. The mayor is the presiding officer at meetings of the Common Council.

Citizens also elect eight (8) alderpersons from four (4) Aldermanic Districts, to two-year overlapping terms.

Working together, the mayor and council provide visionary leadership, established policies, and address issues that impact the city, its residents, and its businesses.

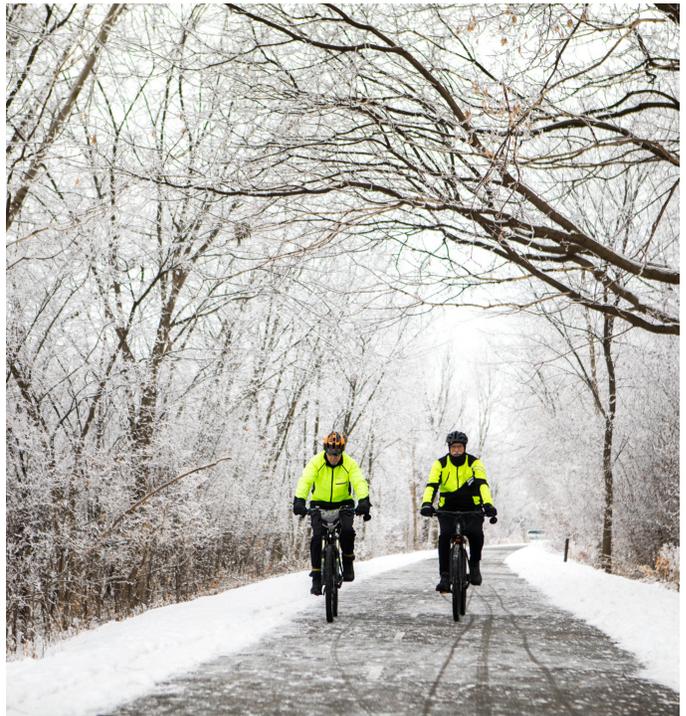
The Mayor and council are responsible for hiring a City Administrator who serves as the chief administrative officer (CAO). The CAO manages the day-to-day operations of the city with the support of 150 regular and 400+ volunteer/seasonal employees and a \$60M annual budget, and is responsible for implementing council's strategic vision, objectives, and priorities. De Pere strives to attract, develop, retain, and promote a culture of excellence that celebrates diversity of thought, differing perspectives, and authentic viewpoints at all levels within the organization.

Our employees often talk about the organization's great culture. It is showcased by having less than a 1% turnover (other than retirements). When we ask employees what keeps them working at the City these are some of the common comments we hear: having off Friday afternoons, the pay is competitive and benefits are great, that I get rewarded through pay for performance, the City offers a good work/life balance and understands how important my personal life is, the opportunity to have a flexible work schedule, that I can work remote at times, and I feel valued.



## Desired Capabilities

- The City of De Pere desires to hire an experienced, decisive, forward thinking, approachable, creative, and team-oriented visionary City Attorney who brings a verifiable record of accomplishments, is creative, and embraces the notion of leading by example, encourages cooperation, embraces technology, is a great communicator, and is willing and able to listen carefully and empathetically, and when necessary, tactfully address issues for the benefit of the city, the department, and the community.
- The desired candidate is passionate about setting and maintaining high performance standards, is effective, efficient, and responsive, and can develop individual and collective competence to ensure service delivery excellence and unquestionable character and integrity.
- The successful candidate will have in-depth knowledge and experience in all facets of municipal law and the ability to organize, prioritize and perform work with limited direction, process confidential information with discretion, and communicate effectively both orally and in writing with elected officials, department heads, the general public and other City employees with courtesy and tact.



## The Position

This outstanding career opportunity will replace the current City Attorney who will retire in July of 2022 after 25 years as City Attorney. The City Attorney will:

- Act as legal advisor, including providing legal opinions, legal memoranda, and advice, over a broad range of municipal issues, to the Common Council and its Boards, Committees, Authorities and Commissions, acting through their duly elected and appointed officials; provide legal advice to department heads and other key employees performing City matters; represent the city or its officers or agents as required in all legal matters; be a key member of City Management Team.
- Attend all Common Council meetings and committee/board meetings as required; act as parliamentarian at governmental meetings under Robert's Rules of Order.
- Be proficient in and have a thorough understanding of municipal law and municipal authority, real estate/economic development and re-development; planning and zoning matter, public records and open meetings matters and collective bargaining issues.
- May represent the city in administrative hearings before state and federal boards and commissions. May represent the city in state and federal courts in conjunction with outside or insurance provided litigation counsel. Responsible for city municipal ordinance prosecution activities in De Pere/Ledgeview Joint Municipal Court.
- Draft development agreements, including TID incentivized agreements; complete real estate transactions including property transfer closings, easements, and easements and other conveyances; draft and approve all contracts, agreements and other legal documents required by the city; draft all ordinances and resolutions presented to the Council for its review and approval.
- Supervise and direct operations and administrative functions of the City Attorney's Office, including future planning for the department and yearly department budget preparation. Supervise Assistant City Attorney, Paralegal and Administrative Assistant (new position to be filled in July, 2022.)
- Participate as a member of the staff development team and various other city employee teams as needed; participate in Intergovernmental Government Cooperation Agreements with neighboring jurisdictions; coordinate issues with other Brown County Municipal Attorneys as needed.
- Respond to citizen inquiries concerning city ordinances, policies and other law related questions as they pertain to city matters.



## Qualifications and Experience

This position requires a Juris Doctor from an American Bar Association accredited law school, and seven to ten years of experience performing similar duties, as well as admission or ability to obtain admission to the Wisconsin State Bar, admission, or ability to obtain admission to practice before Federal District Courts in Wisconsin, and compliance with Continuing Legal Education Requirements.

## Compensation and Benefits

The full salary range for this position is \$108,617 - \$149,011. It is anticipated the new employee will be hired between rates \$108,617-\$124,155. This position is eligible for the city's pay for incentive program, which recognizes performance that exceeds established individual goals. Rewards may include salary increase, bonus, paid time off or a combination thereof.

The city also offers an outstanding benefits package that includes medical, dental and vision insurance, wellness program, participation in the Wisconsin Retirement System (6.50% employee contribution) with (6.50% employer match), vacation leave, floating holidays, administrative time, sick leave, paid holidays, tuition reimbursement, Health Reimbursement Arrangement, employee assistance, basic life insurance (optional supplemental life insurance), long term disability, and 457 deferred compensation. For more details on the city's benefits, visit [www.deperewi.gov/HR](http://www.deperewi.gov/HR). Relocation expenses may be available.



## Application and Selection Process

Application review begins on Thursday, April 7, 2022. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the City reaches an agreement with one finalist. For more information, please email [deperehr@deperewi.gov](mailto:deperehr@deperewi.gov) or call Human Resources at 920-339-4045.

For more information about the City of De Pere, visit

[www.deperewi.gov](http://www.deperewi.gov)

**The City of De Pere is an Equal Opportunity Employer seeking a talented and diverse workforce.**

*This process requires applicants selected as finalists to authorize the completion of background report check (criminal, driving record, academic credentials, etc.) prior to an interview. Pursuant to Wisconsin's Open Records Law governing access to public records, information submitted, including resumes and cover letters, may be subject to public disclosure.*



City of De Pere Human Resources  
De Pere, WI 54115  
(920) 339-4050  
<http://www.deperewi.gov/>

# 1.4 City of De Pere Organizational Chart

