

## Request for Qualifications for City Attorney

The City of Olmos Park, Texas is seeking Statements of Qualifications for City Attorney Services. Our City Attorney plans, coordinates, and performs a variety of professional legal functions on behalf of the City of Olmos Park; provides legal advice to City departments and officials; conducts legal research and analysis; prepares a variety of legal documents; represents the City in litigation and/or other legal matters; and performs other related duties as assigned. He or she will perform a variety of professional legal work involving real estate, land use, planning and zoning, labor and employment, health care, business transactions, regulatory compliance, and general municipal law. The attorney also provides legal advice to City officials, departments, boards, commissions, and management personnel regarding contracts, leases, settlement negotiations, litigation cases, and/or other legal matters. He or she attends and participates (as invited) in City Council, board, and commission meetings as requested; provides legal support and recommendations regarding City projects. Prepares and maintains legal correspondence, memoranda, staff/litigation reports, and other types of departmental documentation.

Applicants must have thorough knowledge of municipal government functions and legal issues and have practiced law in the State of Texas for at least five years immediately preceding appointment, must be a graduate of an accredited school of law and be a member of the State Bar of Texas.

Please provide statement of qualifications and five professional references with your response. Qualification statements are due no later than 2:00 pm on February 3, 2012, to the Olmos Park City Hall, 120 W. El Prado, San Antonio, TX 78212. You may file electronic packets to [citysecretary@olmospark.org](mailto:citysecretary@olmospark.org) . Interviews will commence on February 6<sup>th</sup>.