



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF WICHITA, KS
INVITES YOUR INTEREST IN THE POSITION OF
**DIRECTOR OF LAW/
CITY ATTORNEY**

THE COMMUNITY

The City of Wichita is located in south-central Kansas, nestled along the Arkansas River. The City is the 49th largest city in the United States, the largest city in the state of Kansas and the county seat of Sedgwick County. Wichita is located in the Wichita-Winfield metropolitan statistical area and is its principal city with more than 382,000 residents. In 2011, Wichita ranked 8th on the list of the 10 “best value” cities. In 2013, Wichita ranked 23rd out of 102 major markets for small-business vitality, and its commute times are rated the lowest among the 100 major metropolitan markets. Wichita has also been named the most “Uniquely American” city by Newsmax Magazine, in addition to being designated an “All-American City” four times. The City of Wichita is a diverse and growing community which offers residents an excellent quality of life that is clean, safe and affordable.

Major highways, including the Kansas Turnpike, US 400, and Interstate I-135, link the city with a large trade area that encompasses a population of more than one million people within a 100-mile radius. The City of Wichita has long been a center for entrepreneurship and the birth place of Koch Industries, Pizza Hut, Freddy’s Frozen Custard, and many other successful companies.

Since the growth of the aircraft industry began during the inter-war years, Wichita has been a leading producer of general aviation and commercial aircraft. Aircraft pioneers such as Clyde Cessna, Walter Beech and Bill Lear began projects in the early 20th Century that would lead to Wichita’s establishment as the “Air Capital of the World.” In 1917, the Cessna Comet was the first airplane that was manufactured in Wichita. Cessna and Beechcraft remain based in Wichita today, along with Learjet and Spirit AeroSystems. Airbus also maintains a workforce in Wichita. In addition, McConnell Air Force Base was activated in 1951 and has remained an important factor in the community.

The City of Wichita has the largest school district in the state of Kansas providing primary and secondary education opportunities to over 50,000 students. The Wichita Public School system has more than 90 schools, including 61 elementary schools, 16 middle schools and 10 high schools. Higher educational opportunities can be found at Wichita State University; Friends University; Newman University; Wichita Area Technical College; the University of Kansas School of Medicine (Satellite Campus); Baker University (Satellite Campus); Butler Community College (Satellite Campus); Embry-Riddle Aeronautical University (Satellite Campus); Southwestern College (Satellite Campus); Tabor College (Satellite Campus); Vatterott College (Satellite Campus); Webster University (Satellite Campus); Heritage College; ITT Technical Institute; and University of Phoenix. Residents of Wichita are proud of their city and embrace its spirit of community.

The City has many museums, theatres, parks and venues for entertainment including the Intrust Bank Arena and Century II Performing Arts & Convention Center. Shopping opportunities are available at Towne East Square and Towne West Square, among many others.

Various events and festivals which celebrate the city’s history, character, and vitality are very important to the local community. Cooperative efforts among residents, businesses, and local government entities have resulted in the continued growth and the overall strength of the city’s economic base.

Wichita’s racial diversity consists of 64.7% White; 15.4% Hispanic; 11.0% Black; 4.9% Asian; 4.0% Other (U.S. Census, 2010 estimate). The median household income for a family in Wichita is \$44,477.

The region has a subtropical climate with hot, humid summers and dry, cold winters. Wichita is roughly the midway point between Canada and the Gulf of Mexico, which allows for cold and warm spells being equally frequent throughout the year.



THE ORGANIZATION

The mission of the City of Wichita is to provide an environment to protect the health, safety and wellbeing of all who live and work in the community. In directing policies and programs toward that end, the City assumes a stewardship role to preserve the assets and natural resources entrusted to its growth, to assure equality of opportunity, and to contribute to the quality of life for all citizens. The City has a Council-Manager form of government. The Council establishes policy direction for the City by enacting ordinances, laws, policies, adopting the budget, levying taxes, and appointing members to citizen advisory boards and commissions. The seven-member Council is elected to four-year terms on a nonpartisan basis with staggered terms of office. The Mayor and City Council Members can run two consecutive four-year terms. The Mayor’s position is full-time, while Council Members are part-time. The Council appoints the City Manager who is the chief executive officer and is responsible for managing the City’s full-service operations, which includes 16 departments, 3,269 staff, an FY2014 general fund budget of \$218 million, and a CIP budget of \$2.4 billion.

THE DEPARTMENT

The Law Department's mission is to represent the City in all legal actions brought against the City or initiated by the City; provide legal advice to the City Council, the City Manager, the departments, and boards and agencies of the City; manage the City's diversion and deferred judgment programs; and prepare and review ordinances, resolution, contracts, bonds and other legal documents of significance to the City. The Director of Law/City Attorney reports to the City Manager and has oversight responsibilities for the Law Department, which has a \$2.6 million budget and 26 staff, including 16 attorneys. The Law Department has two divisions: Prosecution & Diversion Services and Civil Litigation Services. The Prosecution and Diversion Services division is responsible for the prosecution of all misdemeanor crimes and traffic offenses that occur within the City of Wichita. There are nearly 90,000 cases filed each year in Municipal Court. The crimes include traffic offenses, theft, drug possessions, battery, weapons violations, environmental code offenses, and sex crimes. Cases are prosecuted by prosecution teams consisting of two Attorney II Team Leaders and four Prosecutors, a legal assistant, two secretaries, and a contractor that provides services as a victim/witness coordinator and a domestic violence advocate. The Attorney II Team Leaders oversee docket coverage and day-to-day activities and report directly to the Chief Deputy City Attorney. The Chief Deputy City Attorney oversees all civil litigation and prosecution functions of the Law Department. Diversion programs offer alternatives to traditional prosecution for violators of driving under the influence of alcohol and/or drugs, theft, financial crimes, speeding, furnishing alcohol to a minor, minor in possession of alcohol, and domestic violence offenses. A general criminal diversion program was added in 2013. These alternatives concentrate on rehabilitation of the offender, in order to discourage future criminal conduct. The Civil Litigation Services Unit provides research, advice and legal representation to the City of Wichita and its various departments, boards and agencies in lawsuits, claims and cases, and in the drafting and review of legislative and transactional documents. The focus is to help implement City programs, to improve City program quality, and prevent or limit unintended City legal or financial exposures. It also provides assistance to the Prosecution function in connection with appeals of Municipal Court cases proceeding in the district courts and Kansas appellate courts. Those aspects of the service that relate to representation in legal actions and evaluation of claims are mandated by Kansas statutes.

THE POSITION

The Director of Law/City Attorney is a highly professional position tasked with work planning, coordinating, and directing the activities of the City's legal staff with latitude for independent judgment under the general administrative direction of the City Manager. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment. The Director serves as the chief legal advisor to the City Council, City Manager, all City departments, and all appointed boards and commissions. The Director provides a full range of legal services including litigation and transactional services, as well as managing outside special counsel as needed. Examples of work performed by the Director of Law/City Attorney include:



- Determines policy, planning, work assignments, and direction of the City's legal staff, including prosecution and defense operations.
- Develops and implements sound legal strategies that protect the interests of the City while fostering innovative and creative solutions to complex challenges.
- Promotes a culture of collaboration and efficiency to ensure a dynamic and responsive staff.
- Develops and fosters partnerships with staff of all City departments and understands key legal issues of each department, addressing concerns accurately and in a timely manner.
- Represents the City's legal interests by making policy recommendations at City Council Meetings and Departmental conferences, rendering legal counsel as needed.
- Reviews all agenda materials for accuracy and completeness and assists staff with implementation of City Council actions where appropriate.
- Represents the Mayor and City Council by providing guidance during meetings, conducting legal research, and issuing legal opinions.
- Advises City officers, boards, commissions or other official groups or individuals on legal matters.
- Proactively monitors legal trends and develops policies and procedures based on best practices.
- Develops and implements effective systems to disseminate policy information and training for all City staff.

- Supervises and participates in the preparation and trial of court cases involving the City and personally handles unusual or difficult cases.
- Develops and composes or assigns and reviews all legal opinions on questions submitted by City officials.
- Approves the form of all contracts, deeds, bonds, charters, ordinances, and formal resolutions.
- Evaluates legislative programs for the City and changes in State Law.



The examples of work performed are not intended to be all-inclusive. The City of Wichita reserves the right to assign additional responsibilities as needed. The City seeks an innovative leader with a collaborative, team management style who emphasizes customer service and support. Candidates must have the ability to assess the overall operations of the department and identify and implement measures to realize efficiencies and effectiveness of services provided. A management style which is proactive and solutions-oriented is preferred. Developing a culture which is innovative, responsive, positive, and which promotes open communications and transparency is important. The Director must not be risk averse, but rather be comfortable assessing risk relative to the City's legal responsibilities and advise accordingly.

Graduation from an accredited school of law plus at least eight years of experience in professional legal work, including supervision of legal staff, with an emphasis in municipal and civil law, and admission to practice in the State of Kansas, or ability to obtain admission by time of employment, is required. Experience in legal areas such as Appellate, Constitutional, Land Use, Open/ Public Records, and Employment, including litigation and transactional law, is a plus. An equivalent combination of experience and training may be considered. Experience with facilitating a cultural change and organizational development are preferred. Offers of employment will be made contingent upon passing a pre-employment physical, which will include drug screening, and upon satisfactory evaluation of the results of a police records check. Selected candidate must reside within the City limits.

THE COMPENSATION

The salary range is open and dependent upon qualifications. The starting salary will be based on the knowledge and experience of the individual selected. The City offers an excellent benefits package.

TO APPLY

If interested in applying for this outstanding opportunity, please visit our website at www.srnsearch.com to apply online. Resume review will begin December 1, 2014; position is open until filled. Resumes will be screened according to the qualifications outlined above. The most qualified applicants will be invited to screening interviews with S. Renée Narloch & Associates. A select group of candidates will then be asked to provide references upon determination that they may be recommended as finalists; references will be contacted only following candidate approval. Final interviews will be held with the City of Wichita. Candidates will be advised of the status of the recruitment following the selection of the Director of Law/City Attorney. Questions regarding this recruitment may be directed to Ms. S. Renée Narloch, President, at info@srnsearch.com or 850.391.0000. To learn more about the City of Wichita, visit: <http://www.wichita.gov>. Application materials and resumes may be subject to public disclosure. The City of Wichita is an Equal Opportunity/ADA Employer.



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