

THE CITY OF GREENVILLE, SOUTH CAROLINA

Invites your interest in the position of:

CITY ATTORNEY

THE COMMUNITY

The City of Greenville (residential population 60,000+, daytime population 250,000+) is located in the Piedmont/Upstate Region of South Carolina, nestled in the foothills of the Blue Ridge Mountains. Greenville offers a relaxed lifestyle, with a vibrant award-winning downtown, mild climate, great schools, access to spectacular natural amenities and a thriving arts and cultural community. Greenville is a metropolitan city that understands the meaning of community. Greenville has gained recognition in various national publications like CNN Money, listing Greenville as one of the "Top 10 Fastest Growing Cities in the U.S." Bloomberg named Greenville the 3rd Strongest Job Market, 2010; and Forbes named Greenville the 13th Best City for Young Professionals. Additionally, the state of South Carolina has been ranked within the top 10 fastest growing states and economies by the U.S. Commerce Department.

Greenville's downtown is also the cultural and entertainment center for the region. Greenville has been named one of the "Top 100 Arts Small Towns in the United States." The Metropolitan Arts Council and Upstate Visual Arts provide a number of public events that focus on the visual arts, including the First Fridays Art Walk, Greenville Open Studios, and the West Greenville Arts Festival.

Greenville also provides some notable fine arts museums: the Greenville County Art Museum, the Greenville County Public Library, the Museum and Gallery at Heritage Green, the Upcountry History Museum, the Children's Museum of the Upstate and a number of private galleries and theater venues. The Bon Secours Wellness Arena, constructed in 1998, brings national tours of many popular bands to downtown, and the Peace Center for the Performing Arts provides a venue for orchestras and plays. Additionally, there is fun for the whole family with many parks, the Greenville Zoo, and Fluor Field, home to the Greenville Drive minor league baseball team.

Home to Furman and Bob Jones Universities, the community also has campuses or classroom facilities for Clemson University, Greenville Technical College, the University of South Carolina-Upstate and Medical University of South Carolina, nearby. An award-winning public school system, focus on a sustainable and environmentally sensitive community, and an eye toward innovation all combine to give Greenville area residents an outstanding place in which to live, work, and play.

Business Environment: Home to internationally recognized industries, Greenville is the economic center of the Upstate. Greenville’s ability to attract both small local companies and major international corporations is the result of an uncommon cooperation between city government and the private sector. Recognized as a leader in developing public/private partnerships, Greenville’s entrepreneurial spirit and strong workforce creates an incredible magnet for business. In addition, Greenville is located in the heart of a right-to-work state and a foreign trade zone. With more than 250 international firms, the Upstate boasts the highest international investment per capita in the nation. Greenville is home to such national and international corporations as Fluor and Hubbell Lighting – with BMW and Michelin North America located nearby. Other major businesses include: Perrigo Company of South Carolina, Greenville Hospital System, Resurgent Capital Services, Bank of America, TD Bank, BB&T and Windstream.



Having annexed more than 1,970 acres (3.07 square miles) of prime development property since 2001, Greenville is at the cutting edge of new economic development opportunities. These annexations have included the Millennium Campus, a private R&D development and home to the corporate headquarters of Hubbell Lighting as well as the Clemson University International Center for Automotive Research (CU-ICAR) – a public-private joint venture – which is striving to be the premiere automotive, motion research and education facility in the world. The 250-acre campus includes the BMW Information Technology Research Center, the Carroll A. Campbell Jr. Graduate Engineering Center, and JTEKT, all of which are housed in LEED-certified buildings, as well as the site for Proterra’s new manufacturing facility and the Center for Emerging Technologies (CET).



The City of Greenville, South Carolina



GOVERNANCE

The City of Greenville is governed under the Council-Manager form of government. The Mayor and 6-member Council serve as the legislative body and the City Council appoints the City Manager, Municipal Judge and City Attorney. The Mayor and two Council members are elected at-large while the remaining 4 serve in single member districts. The Mayor and Council serve as the policy-making body and the City Manager functions as the City’s Chief Executive Officer in carrying out the mission and goals set by City Council. The Mayor and Council also rely on 28 citizen committees, boards and commissions which provide a means of community involvement on a number of issues, while day-to-day operations are run by the City Manager, who is hired by the City Council.

The City of Greenville is proud of its record of excellence including:

- 15 years with no property tax increases;
- AAA bond ratings with both Fitch Ratings and Moody’s Investor’s Service;
- A record of solving problems with innovative strategic initiatives and a record of bipartisan decision-making.

The City has a total staff of 895 with an overall operating budget of \$67,707,670. The City is recognized for its strong leadership and team-oriented culture. The City’s success is attributed to quality leadership working collaboratively toward the achievement of a common mission and strategic goals.

Transportation: Strategically situated along the mega-growth I-85 corridor between Atlanta, GA, and Charlotte, NC, Greenville is easily accessible via air, road and rail. Greenville is located 100 miles from the capitol city of Columbia and only 200 miles from the Port City of Charleston. Greenlink is the Greenville area public transportation service, offering 11 fixed routes to destinations all across Greenville County.



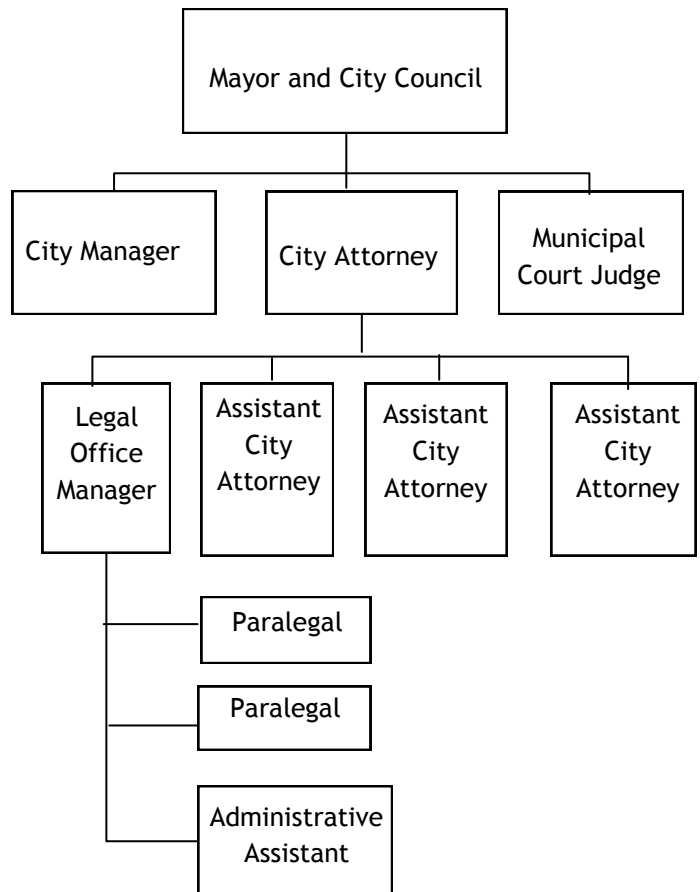
THE CITY ATTORNEY’S OFFICE

The City Attorney’s Office provides legal counsel to the Mayor, City Council, City Manager, operating departments, and boards and commissions. The City Attorney also provides litigation services in all State and Federal courts, prosecutes cases in jury trials before the Municipal Court, and coordinates the jury trial docket to dispose of cases in a timely and equitable manner. Other legal services include: monitoring risk exposure and revising related policies and procedures, verifying property titles and ownerships, conducting contract negotiations, drafting contracts, reviewing draft ordinances and resolutions, assessing and advising on enforcement issues, responding to citizen inquiries and complaints, and processing various claims. The City Attorney accommodates complaints and/or requests for information from citizens, while recognizing its role is that of an attorney for the City entity, and not the public at large. The City Attorney prepares responses to contentious public inquiries, and works with the Public Information Office in mitigating/preventing adverse publicity for the City.

The City Attorney is appointed by and reports directly to the City Council. The City Attorney maintains objectivity and independence necessary to provide effective and objective legal advice to the City Council, recognizing the City Manager as the primary advisor to the City Council and spokesperson as the representative of Council’s collective will. The City Attorney works cooperatively with the City Manager to ensure effective communications and advice to the City Council.

The City Attorney manages a department budget of \$957,612.00 and is responsible for supervising a staff of direct subordinates and professional administrative staff. The City Attorney’s office is structured so that each Assistant City Attorney is assigned to provide legal support to specific City Departments and Boards and Commissions. The City Attorney establishes and maintains appropriate administrative policies, services, controls and reporting systems in the effective and efficient performance of the City Attorney’s office.

City Attorney Office Structure



CURRENT ISSUES & OPPORTUNITIES

The City of Greenville is a vibrant, dynamic, rapidly growing municipality that has been governed by strong leadership intent on cultivating a thriving, diverse community appreciated not only locally, but around the nation for its character, charm, and can-do mentality. To maintain this positive environment, as well as deal with the ever-changing and dynamic evolution of this community, it will continue to take hard work and partnership between a forward-thinking Mayor and City Council to establish policy about the kind of community Greenville wants to be; a responsive City Administrator and committed staff to provide research, strategies, and support to carry out those policies; and, a proactive City Attorney and strategic legal staff that provides timely independent legal assessment and analysis and a keen understanding of the tools the City has to move the community forward with the best strategies possible.

This is especially critical in several important areas for the City, including:

The City of Greenville is committed to annexation in order to expand the tax base, while also ensuring an adequate level of services for its residents and businesses. However, the City is surrounded by a number of special purpose districts, each with its own elected leadership and for which state law dictates a mutual agreement for revenues and services before being annexed by a municipality. These circumstances present a special challenge and, therefore, the City Attorney must aggressively pursue annexation tools at our disposal and respond quickly and decisively with agreements that adhere to state law, but also proactively protect the City's best interests on the financial and service fronts.



For the City of Greenville this is a broad area, but also reflection of the active engagement of city leaders in building a beautiful, vibrant, strong community through encouraging a wide variety of activity with residential, office, business, and other mixed uses. They do this simultaneously as they also work to maintain balance and continued assessment in areas such as design, code enforcement, utilities, stormwater, planning, infrastructure improvements, regulations and ordinances, etc., that come together to ensure effective land use. The involvement of the City Attorney's office is crucial in neighborhoods, where the city wants to maintain integrity but provide for infill; in commercial corridors, where there is varying levels of evolution; and, in downtown, where there is a confluence of many uses.

There is an imperative need to have our City Attorney's Department aggressively understand what the City needs to move forward in this dynamic environment and to help achieve balance in the following areas that are symbiotic and convergent for growth:

- Residential/commercial encroachment;
- Infill development and a growing population;
- Housing that ensures availability and affordability for many diverse needs;
- Planning law in South Carolina and how it applies locally;
- Environmental issues; and,
- Very active legal support to Boards and Commissions, in which the City Attorney's office helps formulate staff reports and recommendations and ensures that members are well-equipped with necessary information to make proper and timely decisions (especially important for those that operate in a quasi-judicial capacity).



The City of Greenville, South Carolina

The City Attorney's office must be actively engaged in analyzing these policy issues from a holistic perspective and provide the legal strategy and analysis and strategic analysis to ensure its policies in these and other critical areas capable of passing legal muster, and/or free from short- and long-term unintended consequences. Are we making full use of laws and tools at our disposal? Are we engaging the right partners or building strategic alliances? Are we taking note of the best practices and tactics of other local governments? Are we pushing the legal envelope to ensure the best community possible for our constituents? In the absence of these broad strategic considerations in a proactive, aggressive manner, the City of Greenville will run the risk of not keeping up with the dynamic, ever-changing community it has helped to create.

The City of Greenville is heavily reliant on its City Attorney and legal staff as part of its three-pronged approach with Council and Administrative staff to achieve visionary goals for a South Carolina municipality that is not typical, but strives to go beyond the ordinary. This dependence on the legal staff requires a level of relationship-building internally and externally that is a critical piece for achieving success for the City of Greenville.

Internally, the City Attorney and staff must develop strong relationships with the City's leadership team to develop an understanding of their legal needs and issues and ensure timely and responsive services.

Ideally, the City Attorney's office must also cultivate and foster strong planning and zoning relationships, as well as provide ideas and incentives for our City Council to engage other local elected bodies regarding achievement of mutual regional goals. Also, the City Attorney should work toward development of effective relationships with other partners on economic development projects and be prepared to create the necessary documents that pass legal muster and reflect consistency with Council goals.



THE IDEAL CANDIDATE

The City is seeking someone to work with it as an integral partner, a supporter, and a trusted advisor. The City wants someone who thrives on solving complex problems and can think quickly, creatively and strategically.

It wants someone who is intelligent, articulate, upbeat, hardworking, ethical, organized, flexible, congenial, politically sensitive and progressive. The City Council and City Manager are progressive and thrive on overcoming obstacles. The City wants an attorney who will review an issue with an open mind and, when applying the law, actively seek ways to get the City where it wants to go. "No" is only acceptable when every avenue to get to "yes" has been explored. The next City Attorney needs the same attitude—one who aggressively seeks solutions and brings a dogged determination to find an answer that works legally. Additionally, the ideal candidate must be prompt and responsive and possess the ability and confidence to provide sound, legal advice and services to the Mayor, City Council, City Manager, and all City departments, including its boards and commissions.

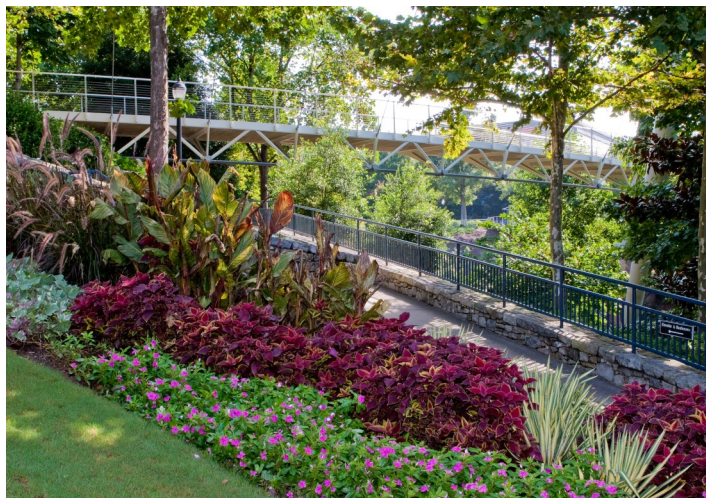


The City of Greenville, South Carolina

The ideal candidate will also be an exceptional manager. While the City Attorney's office is relatively small, it covers a wide variety of issues and serves multiple clients. The demands on the City's legal department are both significant and varied. The new City Attorney must be able to effectively manage the legal office operations and staff to ensure the provision of timely and responsive legal services. It is expected that the next City Attorney, upon hire, will take a critical look at how the office does business and to identify ways to make it more efficient and effective. The individual will be a leader as well as a mentor, and focus on developing staff members to their fullest potential. He/she will recognize the importance of building a strong, progressive, and dynamic team within the office.

The new City Attorney should possess excellent communication and interpersonal skills. The City Attorney interacts with a wide variety of people within and outside city government. It is important that the individual is experienced as open, approachable and cooperative. The City Attorney is a contributing member of the City's executive leadership team. It is expected that the individual work collaboratively with City departments to address critical legal issues and needs. The ideal candidate will have the ability to monitor outside legal counsel to assure the City's representation of policy goals and general practices are consistent in courts. As a self-insured entity, the City contracts with a number of firms for specialty work and ordinary tort claims. Finally, the ideal candidate will maintain effective relationships with community representatives.

The selected candidate will be expected to make a commitment to the City of Greenville. The position should not be viewed as a stepping stone. The City hopes and expects that the next City Attorney will honor its prior City Attorneys' passion for the City and lengthy tenures.



EDUCATION AND EXPERIENCE

Qualified candidates will have a Juris Doctorate degree and admission to the bar in South Carolina, at the time of commencing duties or within nine months thereafter. Candidates must have significant experience in property law, administrative/government law, criminal law, drafting of law and regulations, land use planning, and economic development. In addition, substantial litigation, criminal law enforcement, and jury trial experience is required. A Class D South Carolina driver's license is required.





COMPENSATION & BENEFITS

The salary for the position is negotiable within an established range and will be dependent on the qualifications and experience of the selected candidate. The City offers an attractive benefits package including: health care coverage; participation in the South Carolina Retirement System, the standard opportunities to acquire life and disability insurance on the same basis as are made available to all City employees. Additional benefits are negotiable as part of an overall compensation package.

RESIDENCY

Residency within the City limits is required.



The City of Greenville is an Equal Opportunity Employer and values diversity at all levels of its workforce!

For more information about the City of Greenville visit www.greenvillesc.gov.

TO APPLY

This position is open until filled; with first review of applicants completed by February 10, 2014. If you are interested in this outstanding opportunity, please submit a cover letter and resume with current salary to:

Robert E. Slavin, President
SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071-1357
(770) 449-4656

slavin@bellsouth.net
www.slavinweb.com



SELECTION PROCESS

Résumés will be screened against criteria outlined in this brochure and the City of Greenville will consider offering interviews to selected candidates. Final interviews in the City will be offered by the City of Greenville to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.