



The City of

SEATAC

invites your interest in the position of

**CITY
ATTORNEY**



Recruitment Services Provided by Ralph Andersen & Associates

An Outstanding Opportunity

The City Council for SeaTac, Washington (pop. 32,000) seeks a skilled legal professional to serve as its City Attorney following the retirement of a long-tenured professional. This recruitment effort is specifically seeking an experienced attorney to provide values-driven leadership to a small yet highly effective legal office. The incoming City Attorney will provide strategic leadership to a team of 12 professionals. Reporting to the City Manager, with significant involvement from the elected body, the City Attorney will be eager to work collaboratively with city administration in support of the seven-member City Council and operating departments to achieve established goals and priorities for the city.



The SeaTac Community

The City of SeaTac is located midway between Seattle and Tacoma with a population of 32,000. Residents appreciate SeaTac's rich diversity, vibrant connectivity, and environmental stewardship. SeaTac is among the most racially, ethnically, and linguistically diverse cities in Washington State. It offers easy access to amenities with three light rail stations, two major roadways, and an international airport. It boasts beautiful parks, creeks, and trails, and spectacular views of Mount Rainier.

The City of SeaTac is unlike any other city of its size in Washington state. The Seattle-Tacoma International Airport (known as Sea-Tac) is located entirely within the City's boundaries and is run by the Port of Seattle. Sea-Tac is the nation's eleventh busiest airport, serving over 50 million people in 2023. Consequentially, the City is home to the second largest concentration of hotel and motel rooms in the state, Alaska Airlines headquarters, and a variety of local large and small businesses that serve the 195,000 people who work in or travel through the City each day.

SeaTac's central location between Seattle and Tacoma along the I-5 corridor offers the best of both worlds for both freeway and public transit accessibility. With three light rail stations, SeaTac is becoming a popular transit-accessible location for commuters looking to connect to the booming regional landscape which soon will expand beyond Seattle to the bustling hubs of Bellevue, Redmond, and Tacoma. Within the City, the SeaTac community enjoys a variety of public parks and amenities including a 34-acre dog park, BMX track, 6,000 square foot skate park, community garden, and a Community Center that offers an array of sports, activities, and classes. The City's 11-acre Highline SeaTac Botanical Garden is home to a stately Japanese garden, fragrant rose garden, woodlands, and trails. Angle Lake Park includes swimming, fishing, a water spray park, boat launch, and nature trail.

The community gathers for annual events like Shakespeare in the Park, Music in the Park, Friday Flix, Summer Market, Great Pumpkin Night, Holiday Tree Lighting, and the International Festival and Parade. SeaTac is proud of its rich racial, ethnic, and linguistic diversity. Notably, 62% of the population identify as persons of color and over half of the city's residents (age 5+) speak a language other than English at home. The City celebrates an annual "Welcoming Week: We Are SeaTac!" as part of a national campaign to create welcoming communities for all, including immigrants. SeaTac celebrates its rich cultural diversity as 38% of residents were born outside of the U.S.



SeaTac is a vibrant, economically strong, environmentally sensitive, and people-oriented community. The City of SeaTac has a diverse resident population with people from around the world. The resident population is approximately 32,000, with daytime population exceeding 200,000.

Governing Structure

Incorporated in 1990, the City of SeaTac operates under the Council-Manager form of government. An elected, seven-member City Council governs the City and the Council elects one of its members to serve as Mayor for a two-year term. The City Council appoints a full-time City Manager to oversee daily operations and to advise, implement, and administer the policies adopted by the City Council.

The City serves a population of 32,000 across 10 square miles with a biennium 2025-2026 budget of \$365 million and a team of 179 FTEs. Departments include City Manager's Office, Community & Economic Development, Finance, Fire (Puget Sound Regional Fire Authority), Information Systems, Legal, Human Resources, Parks & Recreation, Police (King County Sheriff), and Public Works. The City also has a Municipal Court.

The City of SeaTac prides itself on being a vibrant, economically strong, environmentally sensitive, and people-oriented community. City employees are committed, hard-working professionals, energized by the many challenges of a growing and changing urban locale. The City prides itself on its collaborative working relationship with its employees and union. The City seeks to provide an environment where everyone is treated as a valued and respected member of the team.



About the City Manager

Jonathan Young joined the City of SeaTac in January 2025. Before joining the City of SeaTac, Jonathan worked for five years as City Attorney of Vancouver, WA, and prior to that, as Managing Attorney of the Vancouver City Attorney's Civil Law Division – one of the largest in-house law departments in Southwest Washington. He has over two decades of legal experience and is acutely aware of, and sensitive to, the division of lanes between attorney and client. Jonathan is seeking a strategic thought-partner in SeaTac's next City Attorney. Jonathan's leadership style is consistently regarded as calm, thoughtful and deliberate. He is a dedicated professional, committed to fostering an inclusive, collaborative and empowering workplace culture – one that values professional growth, stewardship and a commitment to excellence.

Office of the City Attorney

The Office of the City Attorney is a robust and active in-house legal department providing a broad range of services. The City Attorney's Office fulfills the City's legal needs, serving as legal counsel on a wide range of issues on behalf of the City Manager, City Council, City departments, and various boards and commissions. The City Attorney's Office also provides City Prosecution services. In addition to general legal duties involving contracts, land use, real estate, and code enforcement, the City Attorney's Office works in collaboration with the city administration to provide advice and counsel on employee relations, human resources, labor negotiations, and staff training.

Civil cases are managed in collaboration with the City's insurer. A prosecution team handles day-to-day court appearances of criminal matters. The City Attorney is responsible for maintaining a productive working relationship with the City's municipal judge, providing legal advice and representation to the City Manager, City Council Department Directors, employees, and volunteers. Legal matters may be handled in-house or using outside counsel as appropriate.

The annual budget for the City Attorney's Office is approximately \$3.8 million, although costs for outside legal counsel vary from year to year. The City Attorney leads a team of 12 professionals, including the City Clerk, Deputy City Clerk, Risk Management, Prosecution, and Civil Law. Currently, there are a total of 5 attorneys budgeted to the City Attorney's Office, assigned as follows: City Attorney (1), Prosecution Services (3), and Civil Law (1). The Office is also supported by three (3) Paralegals, one (1) Victim Advocate, and one (1) legal analyst. The City Attorney also supervises the City Clerk and Deputy City Clerk who oversee the City's records function.

For further information about the four divisions in the Office of the City Attorney and to view the organization chart, click [here](#).



Overview of Position

This position is an at-will position and serves at the pleasure of the City Manager in consultation with the City Council. Importantly, the City Attorney serves as a key member of the City administration's Leadership Team and has the primary responsibility of coordinating comprehensive legal services for the City and providing legal counsel to the City Manager, Council, staff, committees, and commissions.

Other responsibilities of the position include the following:

- ◆ Attend and participate in County, regional, and State-wide legal task forces, committees, associations, and organizations on a variety of issues.
- ◆ Participate in decisions related to general City policies and operations; provide legal advice to guide City policies, decisions, and activities; draft and interpret City ordinances and resolutions; provide advice, counsel, and representation to protect the City's interests.
- ◆ Participate in the City's short and long-range planning to assure proper consideration of legal issues; identify optional positions for the City on legal matters; negotiate significant real property acquisitions.
- ◆ Participate in the City's labor relations activities, including negotiation of terms and provisions to be included in the collective bargaining agreements; assist as requested in employee discipline, grievances, personnel policies, and other personnel work involving legal interpretation or advice.
- ◆ Advise on Federal, State, and local laws, ordinances, and court decisions, prepare interpretations and legal opinions for City departments, governing boards, or commissions. Also, analyze legal trends and developments impacting the City and recommend a course of action.
- ◆ Direct or participate in the drafting and review of all correspondence to assure proper wording, limit the City's liability, assure documents reflect the City's intent, and assure compliance and protect the City's interest. Draft legal opinion letters as appropriate.
- ◆ Evaluate and award legal contracts to outside counsel; coordinate outside counsel work to assure compliance with specifications, timelines, and legal requirements.
- ◆ Oversee risk management and provide legal guidance and risk assessment of claims and potential claims, as well as the full scope of the public bid process.
- ◆ Working through key staff and pre-established organizational structure, oversee and provide broad guidance to the City Clerk's Office, which is responsible for a wide range of legal documentation and compliance, agenda management, public records requests, social media updates, and records retention.
- ◆ Oversee and direct criminal prosecution of all misdemeanor crimes filed in the municipal court, including any appeals. Also, oversee the Domestic Violence Victim Advocate program.
- ◆ Represent directly or oversee through external legal firms, the City's interests in civil litigation at both trial and appellate levels in State and Federal courts.
- ◆ Attend regular and special City Council sessions and participate in meetings and conferences with other City boards, commissions, committees, administrative officers, and staff personnel. As needed, provide high-level legal advice on a broad spectrum of municipal issues.

The Ideal Candidate

The City Attorney will have exceptional communication and interpersonal skills and thrive in a dynamic, fast-paced organization. A commitment to social responsibility, high emotional intelligence, and leadership style that empowers others are a must. The City Attorney will be expected to have a collaborative style that supports transparency, innovation, and community engagement. Critical to both the City Manager and the City Council, the top candidate will demonstrate the ability to find creative solutions that allow the City to accomplish its objectives in service to the SeaTac community.

The City Attorney will be recognized as an inclusive and thoughtful legal advisor who listens first, seeks input, and then consistently presents legal options for consideration, allowing for a thorough analysis of all aspects of an issue. With broad legal experience, the ideal candidate will also be able to evaluate controversial situations and present options clearly and concisely. Both the City Manager and the City Council appreciate a City Attorney who confidently presents a preferred course of action among other options, thereby guiding policymakers and city management in determining future approaches. The City Attorney is expected to give strong, well-researched, and unbiased legal advice on a wide range of topics.

A commitment to public service and the core values of integrity, honesty, equity, and straightforwardness are vital to long-term success in this position. These core values are at the forefront of the City Manager's approach to public service, so the City Attorney will easily align with the leadership recognized as being fundamental to SeaTac's future success. Other personal attributes include having a can-do attitude, yet emotional agility, being able to pivot when a legal strategy needs to be re-visited due to new information or a change in Council policy and direction.

Additionally, the City Manager seeks a strategic legal advisor who can operate at a high level yet is very involved in providing practical advice and counsel on operational issues. This position requires a working attorney capable of seeing the big picture from 40,000 feet, while also willing to serve as a hands-on contributor who performs legal analysis and conducts day-to-day work.

Qualifications

By this time, we hope you're interested in becoming SeaTac's next City Attorney. Following are the qualifications. Even if you don't feel that you meet every single requirement, we still encourage you to apply. We're eager to meet people that believe in our mission and can contribute to our team in a variety of ways – not just candidates who check all the boxes. We want people to feel comfortable expressing their true selves and to come, stay, and do their very best work for the City of SeaTac!

EDUCATION AND EXPERIENCE

- ◆ Admission to the practice of law is required. A Juris Doctorate (JD) from an accredited law school is desirable.
- ◆ Eight (8) years of legal experience is required. Experience in criminal, civil matters, general municipal law, management, leadership, employment law, land use, environmental law, and/or aviation law are highly desirable.

OR

- ◆ A combination of training and experience that provides the candidate with the knowledge, skills, and abilities to perform the job. Admission to the practice of law is required with no substitution.

LICENSES AND OTHER REQUIREMENTS:

- ◆ Member of the Washington State Bar Association or ability to obtain reciprocity within a limited time frame established by the City Manager.

Salary and Benefits

The annual salary range for this outstanding opportunity is \$186,382 to \$238,584. Placement within the range will be based on qualifications and experience. Longevity begins after 5 years of service and increases every 5 years up to 25 years of service with the City. Eligible employees have the option to receive longevity pay each month, either as additional compensation or in the form of additional floating holiday hours. Additionally, the City will offer an employment agreement that may include moving and relocation expenses.

The City of SeaTac also provides a comprehensive benefits package that may be viewed [here](#).

Application and Selection Process

Candidates are encouraged to **apply by Monday, October 20, 2025**. The Search Firm will review applications throughout the process, with the initial review with the City Manager in late October. To be considered, candidates must submit a comprehensive resume to apply@ralphandersen.com. Cover letters are also welcome. The first round of interviews (semi-finalists) will be conducted via video in early November, allowing a broad field of candidates to be considered. The second round of interviews (finalists) will involve multiple panels, be more comprehensive, and will be held on-site.

Once mutual interest has been established, professional references will be contacted later in the process. Top candidates will be required to complete a detailed release form to verify employment, education, and other pertinent information.

If you have questions or want to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are encouraged. Additionally, requesting a specific date/time to discuss this career opportunity may be arranged by emailing scheduling@ralphandersen.com.

***The City of SeaTac is an
Equal Opportunity Employer***

