



## CITY ATTORNEY



The City of Cedar Falls is seeking qualified candidates for an in-house City Attorney to coordinate duties with staff and contracted legal services as needed. The current pay range is \$131,976 - 213,435, and the position is eligible for the City's full-time benefit package. Duties will include, but not be limited to, providing legal opinions/advice to elected and appointed officials and city staff in matters related to operations, services and activities of the municipality; drafting city ordinances, resolutions, and other legislative documentation; reviewing and preparing various policies, procedures, contracts, agreements, etc. for compliance with legal requirements; advising/overseeing the City's risk management programs, including general liability, workers' compensation, police and fire benefits, and safety/OSHA compliance; assisting staff with operational and employee matters such as contractual matters and disciplinary action; overseeing litigation and administrative matters involving the City, preparing and presenting clear and concise reports and correspondence; serving as parliamentarian and advisor at public meetings and hearings; and drafting and advising relative to real estate matters.

Candidates must possess a Juris Doctorate degree from an accredited law school; 8 years of responsible experience in municipal or governmental law, including legal research; and membership in good standing with the State Bar of Iowa. Upon a conditional offer of employment, successful completion of a post-offer pre-employment background, physical, and drug screen will be required.

For consideration, apply online at [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs) and submit to [jobs@cedarfalls.com](mailto:jobs@cedarfalls.com) OR obtain an application from the above link or Cedar Falls City Hall and mail/deliver a completed version to: City of Cedar Falls, Finance & Business Operations Dept., Attn: City Attorney, 220 Clay Street, Cedar Falls, IA 50613. Resume, proof of education/transcript copy, licensures and relevant certifications are encouraged at the time of application to confirm minimum qualifications. Submission of a resume and cover letter with salary expectations are also encouraged. Deadline for materials is Monday, January 26th, 2026, at 12:00 p.m.

Equal Opportunity Employer