



City of Ames
City Attorney

SALARY	Depends on Qualifications	LOCATION	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Full-Time	JOB NUMBER	25-9366-01
DEPARTMENT	Legal	DIVISION	City Attorney
OPENING DATE	06/04/2026	CLOSING DATE	7/6/2026 12:00 PM Central
FLSA	Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City Attorney provides legal services to the Mayor, City Council, the City Manager, City Staff, Boards and Commissions, and, when available, to the city owned Mary Greeley Medical Center in legal matters related to operations, services, and activities of the municipality.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions, a cover letter, and resume. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a beginning salary.

Benefits

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF Program](#)

Examples of Essential Job Functions

Examples of Essential Job Functions: Under the direction of the Mayor and City Council, acts as legal advisor and counsel for the City of Ames, its officers, departments, and city boards and commissions; conducts legal research; advises city officials and staff concerning legality of operations, policies, procedures, and activities. Drafts ordinances, resolutions, and other documents as directed for review and action by the Mayor and City Council. Prepares and presents staff memos, reports, other legal advice, documents, or correspondence as requested by the Mayor, City Council, or city staff. Consults with City Manager's Office to prioritize requests from City departments for legal work. Represents and works with the City Assessor on matters related to the assessors' work as required by the Iowa Code. Drafts and/or reviews legal documents for Mary Greeley Medical Center when requested by the hospital and/or as time allows. Attends City Council, some board and/or commission and Board of Review meetings, and provides legal advice and opinions as warranted and/or requested during the meetings or as referred for follow up. Prepares opinions about

questions of law regarding the interests of the city. Represents the City in general litigation matters and prosecutes and defends all suits and actions to be brought and pending in any court in the State of Iowa or United States. Attends administrative hearings and other meetings to represent the City's position.

Management of City Attorney's Office: Follows City adopted policies and administrative processes, including but not limited to, personnel policies; purchasing policies; pay and classification systems; Civil Service practices and policies; and performance management, hiring and budget processes. Under the direction of the City Manager's Office, assists in preparing and administering the annual budget for the City's Legal Department. Supervises legal professional and support staff including leading staff in implementing department and city-wide goals and objectives.

Other Job Functions: Conducts special projects and research assigned by the Mayor, City Council, or the City Manager. With approval of the City Council, may conduct special projects and research for Mary Greeley Medical Center and City Boards and Commissions. Assists and/or monitor the performance of legal work by outside counsel retained by the city to represent its interest where appropriate. Performs related duties and responsibilities as required.

EXCELLENCE THROUGH PEOPLE:

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Graduation from an ABA-accredited law school with a Juris Doctorate degree and admission to practice in Iowa state courts or obtaining admission within six months of appointment. Five (5) years' experience in general legal practice.

Must have at least one year of experience in litigation, negotiation, and contract law. Some experience in municipal or government law.

Additional Requirements: Must pass a credit and background check.

Preferred Experience: At least three (3) years of experience in management and supervisory capacity of legal staff and/or department. At least one (1) year of experience in real estate law or construction contracts.

Knowledge, Skills, and Abilities: Knowledge of modern and complex principles and practices of criminal, constitutional, municipal, human resources, labor relations, and contract law; methods and techniques of legal research; courtroom procedures; principles of legal and business letter writing and report preparation; English usage, spelling, grammar and punctuation; pertinent Federal, State, and local laws, codes and regulations. Ability to organize, interpret and apply legal principles and knowledge of legal problems; present statements of law and fact clearly and logically; prepare clear and concise legal position papers; conduct research on legal problems and prepare sound legal opinions; gain cooperation through discussion and persuasion; properly interpret and make decisions in accordance with laws, regulations and policies; communicate concisely and clearly both orally and in writing; establish and maintain effective working relationships with those contacted in course of work; make sound decisions and use good judgment, determine the appropriate approach to use for lawsuits, and demonstration of intellectual capabilities. Ability to plan and supervise the work of professional staff. Ability to understand and follow oral and/or written policies, procedures, and instructions.

Supplemental Information

General Physical Characteristics: The work involves sitting 85 percent of the time; standing and walking 15 percent of the time; frequently lifting objects under 10 pounds; infrequently lifting objects from 10 to 25 pounds; and infrequently lifting objects from 25 to 50 pounds

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Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices, or assembly of parts at distances close to the eyes.

Required Physical Activities: Climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, finger dexterity, grasping, talking, and hearing.

Environmental Conditions: The work is performed inside and occasionally outside and occasionally includes being exposed to noise and/or vibration.

Examples of Equipment Used on the Job: Operates a variety of office equipment including but not limited to a personal computer, copier, telephone, or related devices. Uses various software systems including but not limited to Microsoft Office Suite, databases, and legal management systems.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer City of Ames	Address 515 Clark Ave Ames, Iowa, 50010
Phone 515-239-5199	Website http://www.cityofames.org/jobs

City Attorney Supplemental Questionnaire

***QUESTION 1**

Are you currently licensed to practice law in Iowa, or do you have the ability to become licensed to practice law in Iowa within six months of initial employment with the City of Ames?

***QUESTION 2**

Please describe the areas of law in which you have practiced.

***QUESTION 3**

Please provide a summary of your municipal/government law experience. What percentage of your practice has been municipal law over the last five years?

***QUESTION 4**

Please describe your supervisory experience, including the types of positions you've supervised, the number of position, and your experience managing staff work assignments.

* Required Question