



Innovative community in Wake County seeks Town Attorney



The unique, growing community of **Wake Forest, NC**, seeks a motivated, inspirational leader with impeccable skills to serve as the next Town Attorney.

The Town Attorney provides the Board of Commissioners, Town Manager, and departments with legal support, representation, and advice regarding federal, state, and local laws.

This position is for the municipal leader with a service mindset who desires to join a team of individuals committed to guiding the Town forward. The Town Attorney is a “sounding board” and advisor willing and able to contribute different opinions and considerations regarding legal perspectives on a wide variety of subjects. The Town Attorney is a collaborative member of the Senior Leadership Team; flexible, patient, and operates with an open-door philosophy. The Town Attorney is a partner in building strong relationships with council members, employees, and the public. The Town Attorney is a skilled communicator who can tailor the message to the specific audience being addressed.

The Organization

The Wake Forest Mayor and five-member Board of Commissioners, which operates under the Council/Manager form of government, is passionate about preserving Wake Forest’s vibrant, diverse, and welcoming community, which fosters its distinct character, thriving economy, and high quality of life. The Town’s 500 employees, which includes part-time and seasonal staff, work collaboratively to fulfill its mission and strategic goals as outlined in its [2022–2027 Strategic Plan](#). All organizational staff are committed to upholding the Town’s core values of caring, commitment, character, collaboration, and innovation.

Wake Forest holds a AAA bond rating, has received multiple GFOA awards, and has a [2024–2025 FY budget](#) of \$128.7M. The Town prides itself on community engagement and offers multiple ways for community members to become involved and stay informed, from eight Advisory Boards and Commissions to state-of-the-art communication tools such as mobile apps,



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e-newsletters, a TV channel, and neighborhood social media options, as well as a Citizen's Academy. Additional information about the Town can be found at wakeforestnc.gov.

Wake Forest's Town Attorney, reporting to the Board of Commissioners, supports the Board, Town Manager, and departments with legal support. Managing an operating department budget of \$309,225. The Town Attorney's Office (Legal Services) has two FTEs, including one direct report to the Town Attorney which is a Paralegal position – currently vacant. In alignment with our core values, the ideal candidate will demonstrate a strong commitment to integrity, transparency, and dedication to the community.

The Community

Located in Wake County, just north of Raleigh and part of the Research Triangle region, the historic town of Wake Forest boasts a thriving, walkable downtown that features many local favorite restaurants and shops. Known as the original location of Wake Forest University, Wake Forest is now home to the Southeastern Baptist Theological Seminary and features Wake Forest Reservoir, a 50-acre lake. The town's 57,000 residents love the community's quality of life, beautiful parks and greenways, and abundant recreational opportunities. Wake Forest is regularly recognized as one of the best places to raise a family, get an education, do business, and retire. Despite experiencing significant growth like all municipalities in Wake County, Wake Forest is committed to maintaining its small-town charm and unique identity.

In the heart of downtown, the Wake Forest Renaissance Centre, the purchase of which was part of the Town's significant investment in its

downtown municipal district, is Wake Forest's premier cultural arts and event venue. Also known as the Renaissance District, this area encompasses 220 acres. The town's international flavor and rich heritage come to life in its cultural and historical attractions.

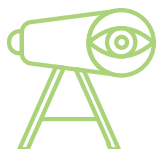
Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities. With its easy access to the mountains of North Carolina and Atlantic Ocean beaches, the Town of Wake Forest provides residents with the best of both worlds. Click [here](#) to learn more about what makes Wake Forest a great place to live, work, and visit.

The Position

The Town Attorney will be responsible for all legal matters pertaining to the Town. The Town Attorney will provide legal advice and counsel to the Town Manager, Town staff, the Board of Commissioners, and other Town boards and commissions across a wide variety of legal areas. The Town Attorney will also review and draft contracts, ordinances, and other documents; represent the Town in court; supervise outside counsel; and otherwise perform professional legal services and related administrative work for the Town. This role requires a deep understanding of federal, state, and local laws and court decisions that impact the Town. Work requires the use of sound professional judgment in counseling and advising parties, interpreting and applying laws and regulations, giving presentations, and reading, writing, and interpreting legal documents.



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THE SUCCESSFUL CANDIDATE HAS THE ABILITY TO:

- » Render legal advice to the Board of Commissioners, Mayor, Town Manager, and department heads as requested.
- » Prepare, review, and assist in the negotiation of ordinances, resolutions, policies, contracts, deeds, leases, and other legal documents for the Town; review and offer legal advice as to the legal acceptability of such documents.
- » Represent, at times in cooperation with other retained counsel, the Town in lawsuits and administrative proceedings; prosecute violations of the Town's municipal code and actions to recover damages to Town property.
- » Collaborate with Town Clerk and Town Manager in matters related to the Board of Commissioners and work closely with the Town Manager to support, consult with, advise, and provide guidance to Board of Commissioners.
- » Attend meetings of the Board of Commissioners and other Town approved boards as assigned, to render legal advice and counsel.
- » Coordinate and work with the Town's Management Team in assuring policies and ordinances are workable, enforced, and fairly implemented.
- » Analyze legal changes and legislation impacting the Town.
- » Conduct legal research on a variety of legal issues that may arise in areas of law including but not limited to municipal law, constitutional law, administrative law, contract law, local government law, land development regulations, zoning and land

use law, franchise law, municipal code issues regarding permitting and licensing, public safety, peace and morals, and motor vehicles and traffic issues. Prepare legal guidance and reports as necessary.

- » Address legal inquiries and requests for information from the public and various Town officials.
- » Perform other duties of a similar nature.

Recruitment and Selection Guidelines

KNOWLEDGE, SKILLS, AND ABILITIES

- » Understanding the organizational structure, duties, powers, limitations, and authority of municipal government and redevelopment agencies, as well as the ordinances, statutes, and court decisions impacting municipal governments.
- » Ability to correctly interpret, apply, and make decisions in accordance with laws, regulations, and policies.
- » Ability to prepare clear and concise administrative, technical, and legal reports and documents.
- » Skill in communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information, including technical legal information, clearly.
- » Experience and capacity to engage in litigation on behalf of municipal clients, including an understanding of the judicial procedure and rules of evidence.



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- » Demonstrated competency with legal research methods, particularly as related to municipal law.
- » Demonstrated ability to plan, direct, and control the administration and operations of the Town Attorney's Office, including oversight of outside counsel.
- » Ability to negotiate settlements and other contracts.

PHYSICAL REQUIREMENTS

Must be able to perform the basic life operational functions of reaching, walking, pushing, pulling, lifting, grasping, talking, and hearing.

- » Must be able to perform sedentary work consistently, all-day, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- » Must possess the visual acuity to compile data and information, perform transcription tasks, operate a computer, do extensive reading and research, and proof and inspect finished written material.

EDUCATION & EXPERIENCE EXPECTATIONS

Graduation from an accredited law school; a minimum of five years relevant legal experience, at least two years of which should be in a supervisory role. Prefer significant experience working with governing boards of cities or other local government entities.

SPECIAL REQUIREMENTS

- » North Carolina State Bar License.
- » Successful completion of State Bar required hours of annual CLE credits.
- » Valid North Carolina Driver's License.

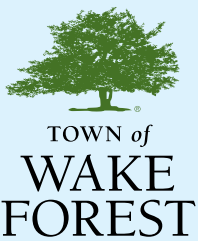
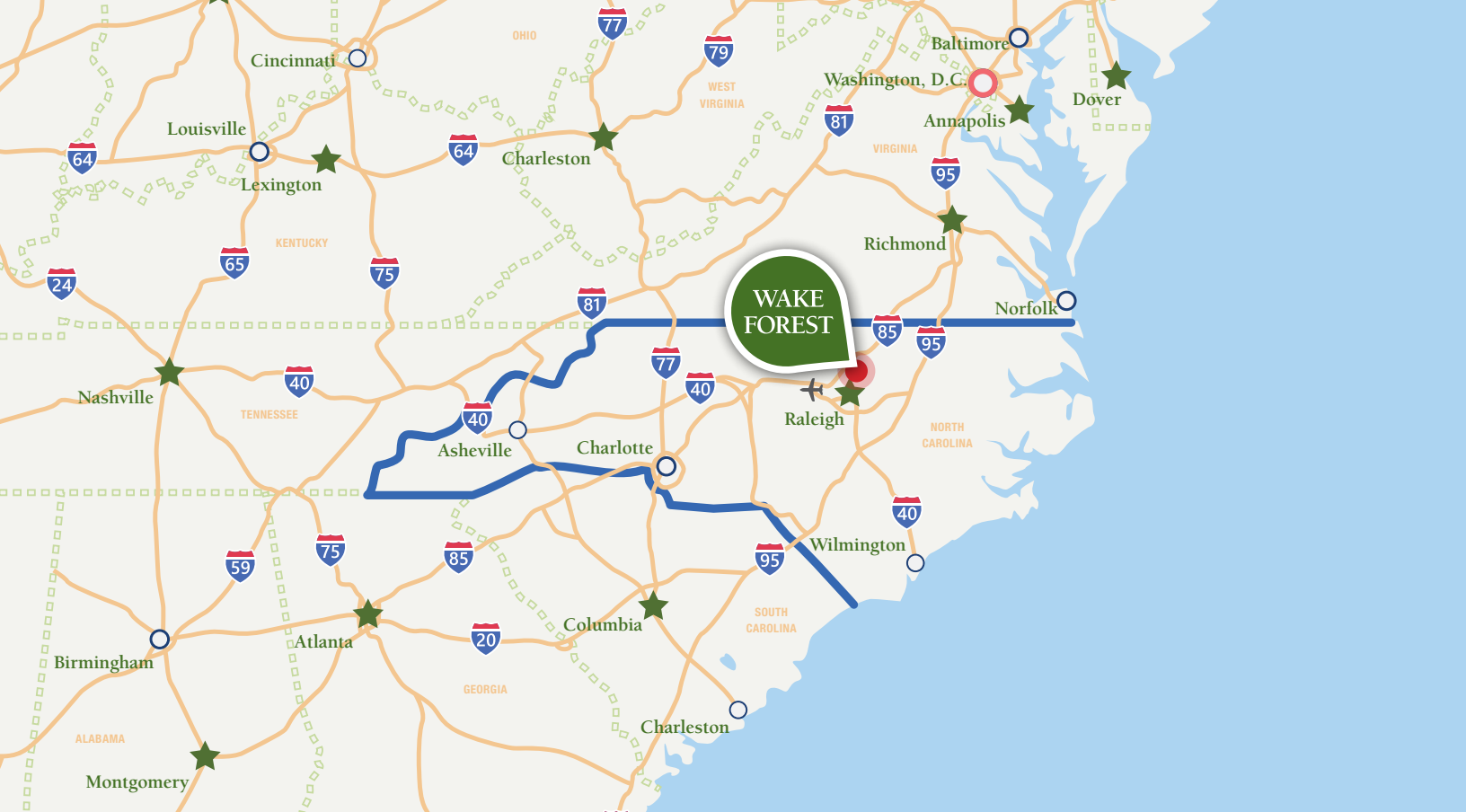
SUPPLEMENTAL INFORMATION

Salary and Benefits: The hiring range for this position is \$170–185K. Starting salary is dependent upon qualifications and experience. The Town of Wake Forest provides an excellent [benefits](#) package.



To Apply

- » All applications must be submitted via the [Town's application portal](#). Click on the position title to apply.
- » Resumes and cover letters must be uploaded with the application.
- » This opportunity will remain open until filled, with the first review of submissions taking place on February 10, 2025.
- » The hiring committee will invite successful candidates to interview before the Board the week of February 24, 2025. Candidates are encouraged to reserve these dates now should they be invited to participate.
- » Direct inquiries to Angela McCray at amccray@wakeforestnc.gov



Town of Wake Forest
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