



City of Annapolis (MD) City Attorney (E5)

SALARY	\$140,000.00 - \$220,000.00 Annually	LOCATION	Annapolis
JOB TYPE	Full-Time	JOB NUMBER	202500193
DEPARTMENT	MAYOR & CITY COUNCIL	OPENING DATE	02/06/2026
CLOSING DATE	3/6/2026 11:59 PM Eastern		

Job Summary

The City Attorney serves as the Departmental Director of the Office of Law and reports directly to the Mayor. This senior leadership role acts as the Chief Legal Advisor for the City of Annapolis and General Counsel for the Mayor and City Manager. The position manages a full range of professional and administrative legal services, providing vital guidance to the City Council, department heads, boards, and commissions to ensure all municipal operations comply with federal, state, and local laws.

Essential Job Functions

- **Legal Advisory:** Researches and renders oral and written opinions to the City Council, Mayor, City Manager, and various boards or committees.
- **Legislative Support:** Drafts and reviews City Council legislation, including resolutions and ordinances, and prepares revisions to the City Code and City Charter.
- **Meeting Attendance:** Attends City Council meetings and conferences to provide real-time legal guidance and advice on alternative administrative approaches.
- **Litigation & Representation:** Represents the City in civil actions, administrative hearings, and other legal proceedings; prepares pleadings and conducts legal research.
- **Enforcement Oversight:** Prosecutes or oversees the prosecution of infractions related to City ordinances, including zoning, building, and land use regulations.
- **Staff Supervision:** Exercises general supervision over the City Clerk and staff, as well as all Office of Law personnel; handles selection, training, and performance evaluations.
- **Financial Management:** Oversees the departmental fiscal year budget, including expenditure monitoring and forecasting for the City's self-insurance fund.
- **Contractual Review:** Prepares and reviews contracts and agreements to determine legal sufficiency and implications.

Qualifications

Knowledge, Skills, and Abilities

- **Legal Expertise:** Thorough knowledge of established precedents, federal, state, and local laws, and the Maryland Open Meetings and Public Information Acts.
- **Policy & Ethics:** Deep understanding of legal ethics and accountability within municipal administration.

- **Problem Solving:** Advanced ability to apply legal principles to solve complex problems and provide alternative administrative solutions.
- **Communication:** Exceptional skill in oral and written communication, including the ability to draft complex legal memoranda, pleadings, and appellate briefs.
- **Conflict Resolution:** High-level skill in negotiating agreements and crafting solutions for conflicting interests.

Minimum Qualifications

- **Education:** Juris Doctorate from an American Bar Association-accredited law school with an excellent academic record.
- **Experience:** Five (5) years of progressively responsible experience in a relevant specialty (government, in-house, or private practice) with superior capabilities in litigation and transactions.
- **Licensure:** Admission to the Bar of the State of Maryland.
- **Federal Admission:** Admission to the Bar of the United States District Court for the District of Maryland.
- **Driver's License:** Possession of a valid State Driver's License.

Additional Requirements:

- The Office of Law shall be supervised by the City Attorney, who shall report directly to the Mayor.
- The City Attorney shall be appointed by the Mayor and confirmed by the City Council and shall meet the qualifications set forth in the Charter.
- The City Attorney's powers and duties in the supervision of the Office of Law include the power or duty to:
- Perform legal services for the City;
- Perform advisory, documentary, and drafting services for the City;
- Issue opinions upon questions affecting the interests of the City;
- Review and approve as to form and legal sufficiency each instrument to be executed by or on behalf of the City;
- Prepare and approve the title papers whenever the City purchases any real estate and no contract shall be made or money paid on account of the purchase of real property until the City Attorney certifies to the title of the property and legal sufficiency of the deeds or other instruments intended to convey the property to the City;
- Assist the Mayor, Aldermen, and Alderwomen in the preparation of legislation; and
- Supervise the duties of the City Clerk.
- There is established an office of law. The office of law shall be supervised by the general counsel for the city who shall be known as the City attorney. The City Attorney shall be appointed on the basis of his or her knowledge of municipal law and administration, shall be a member in good standing of the Bar of Maryland, shall have been actively engaged in the practice of law in the state of Maryland for at least five (5) years, and shall not maintain a private practice except to the extent authorized by the City Council.
- The City Attorney shall have additional powers and duties as set forth in the City Code.

Employment Conditions

Physical/Mental Demands The work is primarily sedentary, requiring the ability to sit or stand at a computer terminal for extended periods. Manual dexterity is required for operating standard office equipment and reaching into file drawers. The position demands visual, auditory, and speaking acuity sufficient to read reports, conduct conversations in person or by phone, and communicate effectively during public meetings.

City of Annapolis (MD)

145 Gorman St # 2

Annapolis, Maryland, 21401

Phone

(410) 263-7998

Website

www.annapolis.gov

City Attorney (E5) Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your education and experience?

- ☐ I possess a Juris Doctorate and 5+ years of progressively responsible relevant experience.
- ☐ I possess an equivalent combination of education and experience.
- ☐ I do not meet the minimum qualifications.

*QUESTION 2

Are you currently admitted to the Bar of the State of Maryland?

- ☐ Yes, I am currently admitted to the Bar of the State of Maryland.
- ☐ No, I am not currently admitted to the Bar of the State of Maryland.

*QUESTION 3

Please describe your knowledge of the Maryland Open Meetings Act and Public Information Act, specifically how you have applied these to ensure municipal accountability.

*QUESTION 4

Do you have professional experience drafting municipal legislation, such as ordinances and resolutions?

- ☐ Yes, I do have professional experience drafting municipal legislation, such as ordinances and resolutions.
- ☐ No, I do not have professional experience drafting municipal legislation such as ordinances and resolutions.

*QUESTION 5

Please briefly describe your experience representing a government entity in civil litigation or administrative hearings.

*QUESTION 6

Do you have experience supervising legal professional staff, such as attorneys, paralegals or legal assistants?

- ☐ Yes, I do have experience supervising legal professional staff, such as attorneys, paralegals or legal assistants.
- ☐ No, I do not have experience supervising legal professional staff, such as attorneys, paralegals or legal assistants.

*QUESTION 7

Do you possess a valid State Driver's License?

- ☐ Yes, I do possess a valid state Drivers License.
- ☐ No, I do not possess a valid state Drivers License.

*QUESTION 8

When faced with a legal issue where the interests of the City Council and the Mayor directly conflict, which of the following best describes your primary professional obligation?

- ☐ I represent the interests of the Mayor as the Chief Executive of the City.
- ☐ I represent the interests of the City Council as the legislative body.
- ☐ I serve as the Chief Legal Advisor to the City as a corporate entity, ensuring all actions comply with federal, state, and local law
- ☐ I facilitate a compromise that satisfies the political majority of stakeholders

* Required Question