



## **Cramerton Town Attorney Position Advertisement**

The Town of Cramerton, a vibrant community with over 5,000 residents, is advertising to appoint a new Town Attorney. Cramerton, located in Gaston County just 15 miles west of Uptown Charlotte, is an established, yet growing community with several annual events, charming neighborhoods, and a great school system. The Town's overall budget is approximately \$4.5 million and departments include Administration, Finance, Police, Fire, Planning & Zoning, Parks & Recreation, and Public Works (water & sewer is through Two Rivers Utilities). The Town is seeking a qualified person/ firm to perform legal analytical evaluations in the areas of interpretation of law and litigation for the Town Board. Anticipated work will include the person/ firm to analyze legislation affecting the Town; review proposed contracts, review bonding and financing documents, insurance policies and other documents affecting the Town; monitor and control liability claims and legal proceedings. Prepare and/or review ordinances, resolutions, annexations, deeds, pleadings, contracts and other documents for legal sufficiency, ensuring the best interest of the Town has been legally guaranteed. Qualified candidates must be a member in good standing and licensed with the NC State Bar with at least seven (7) years progressively responsible experience and/ or training in the practice of law, especially municipal law. Candidates must also have exceptional knowledge of constitutional, federal and state laws affecting NC municipalities. A working knowledge of governing board procedures, open meetings laws, public records law, economic development incentives, planning, land use, financing and contracts are a plus. Successful candidates should possess excellent communications skills and be able to communicate effectively with public officials and the general public. Successful candidates should also have the ability to analyze and apply legal principles and precedents to local government challenges; draft ordinances and regulations. The RFP due date is Wednesday, August 30<sup>th</sup> at 3:00 p.m. Cramerton Town Attorney Search, ATTN: David Pugh, Town Manager, Cramerton Town Hall, 155 N. Main Street. Questions should be directed to Mayor Will Cauthen at [wcauthen@cramerton.org](mailto:wcauthen@cramerton.org). The full attorney request for qualification, job description/ duties, and Cramerton employment application can be found at Cramerton's website: [www.cramerton.org](http://www.cramerton.org) (click the "Employment" tab).