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JOB ANNOUNCEMENT

City of Columbia, Missouri, Human Resources Department
P.O. Box 6015, Howard Building, 600 E. Broadway
Columbia, Missouri 65205
Voice: 573.874.7235 TTY: 711 (MO RELAY) Fax: 573.874.7736
Web Site: gocomojobs.com

Position Title: Assistant City Counselor

Department: Law
Division: COUNSELOR / CIVIL
FLSA Status: Exempt
Union Code/Affiliation: Unrepresented
Starting Salary: \$92,123/yr - \$113,277/yr; Commensurate w/Training & Experience
Job Code: 03301

Application Deadline:

Number of Positions Available: 1
Hours:
Generally M-F 8-5. Occasional evenings and weekends.

Special Instructions to Applicants:

POSITION IS OPEN UNTIL FILLED. THE PREFERRED APPLICATION DATE IS NOVEMBER 12, 2026

The City of Columbia, Missouri, seeks an experienced local government attorney for an advanced role advising city management on employment policies, benefits administration, and workplace disciplinary actions. Key responsibilities include drafting, reviewing, and negotiating collective bargaining agreements, maintaining positive labor-management relations, and providing legal counsel on other complex regulatory and municipal matters.

HOURS: Generally Monday – Friday; 8am.-5pm Occasional evenings and weekends.

Job Description (This job description/posting in no way states or implies that these are the only duties to be performed by the employee occupying this position.)

The purpose of this job is to provide legal services and advice on diverse areas of municipal law to the city, including city management, staff, elected officials, and board and commission members. Researches and creates contracts, legal documents and opinions. Represents the City in litigation, administrative hearings and other civil matters before courts, administrative agencies and other forums.

Essential Functions:

- Exercises independent judgment in providing professional legal services to the City under general direction and supervision of the City Counselor, Deputy City Counselor or City Prosecutor.
- Conducts legal research, review and draft legal documents and reports, including: complex contracts, financial instruments, legislation, memorandums, pleadings and discovery responses,
- Renders sound written and oral opinions,
- Performs complex and detail-related work pertaining to assigned duties, including but not limited to land use, zoning, police, airport, utilities, public health, taxation, real estate, environmental and/or personnel issues.
- Represents the City in negotiations for complex agreements or transactions.
- Attends and represents the City in judicial or administrative proceedings to defend challenges to city actions or file actions on behalf of the city. Such work includes negotiating with adverse parties, conducting discovery, preparing disclosures, preparation of witnesses and exhibits and conducting trial and post-trial appellate proceedings.
- Conducts investigations and prepare reports.
- Reviews and files charges of municipal ordinance violations, as assigned.
- Serves as a liaison for assigned boards or commissions, as assigned. Prepares and coordinates all meetings, agendas, and minutes. Attend assigned meetings and provide advice and legal interpretation.
- Develops training curriculum for city staff or city volunteers and make public presentations in both oral and written form.
- Assists outside counsel in litigation.

Regular attendance is a necessary and essential function.

Performs other duties as assigned.

Education and Experience (An equivalent combination of education, training & experience will be considered):

Education and Experience

Juris Doctor from accredited program required.

3 years’ legal experience is required; experience in local government or public sector law experience preferred. Other relevant work experience or training may substitute for legal experience.

Licenses or Certifications

Missouri Bar License.

Valid driver’s license or reliable transportation to travel to events, meetings, etc.

Knowledge, Skills & Abilities:

Knowledge of:

Local, state and federal laws, policies and rules related to local government operations and proceedings.

Principles, practices and methods of legal research and sources for legal reference.

Judicial procedure and rules of evidence.

Skill in:

Communicating verbally and in writing to meet the needs of the audience.

Public speaking.

Conducting legal research.

Drafting complex legal documents.

Ability to:

Represent the city in a public setting by presenting logical, persuasive, legal, and factually accurate arguments.

Handle difficult and stressful situations with professional composure.

Work independently to complete a project from start to finish with minimal supervision,

Manage and appropriately prioritize multiple tasks,

Exercise sound judgment in identifying risks, proposing solutions and making critical decisions.

Establish and maintain effective interpersonal working relationships.

Serve as a resource and provide advice to all city departments on legal issues and legal compliance with local, state and federal regulations.

Maintain high ethical standards and strict confidentiality.

Regularly use a computer, software, phone and related office equipment.

Focus on tasks.

Supervision Exercised:

No supervisory authority. Work does require providing guidance and training to others.

Individuals needing accommodation to apply may call 573.874.CITY (2489)

TTY: 711 (MO RELAY)

THE CITY OF COLUMBIA IS A MERIT, AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER: MALE / FEMALE

THE CITY OF COLUMBIA REQUIRES PRE-EMPLOYMENT DRUG TESTING

The City of Columbia participates in the federal [E-Verify work authorization program](#)