



City Attorney Executive Recruitment Brochure

The City of Galesburg is seeking a qualified and dedicated professional to serve as City Attorney, leading all legal services for the municipality. The Attorney serves as a key member of the City's leadership team, developing a comprehensive understanding of the organization and guiding all legal functions. The position serves as the sole in-house attorney for the City and offers a tremendous opportunity for the right candidate to build a distinguished and comprehensive career in municipal law.



Discover Galesburg



A Community Where Your Legal Leadership Makes a Difference

With approximately 30,000 residents, Galesburg offers a unique opportunity to combine meaningful public service with an exceptional quality of life.

Located in a predominantly rural area, Galesburg provides the resources and amenities of a vibrant community while retaining the welcoming character, accessibility, and pace of life that make smaller communities special.

Live Well. Work With Purpose.

Galesburg offers something for professionals looking beyond the traditional demands of a legal career. Here, your work directly supports a community and helps shape the future of the city.

Enjoy:

- Outdoor recreation at Lake Storey and Bunker Links Golf Course
- A vibrant downtown with local shopping, dining, entertainment, and community events
- Arts and culture at the historic Orpheum Theater
- Strong educational opportunities through Galesburg CUSD 205, Galesburg Christian School, Carl Sandburg College, and Knox College
- A connected community where civic leadership has a visible and lasting impact



A Diverse Municipal Organization

The City of Galesburg employs approximately 250 professionals across a broad range of municipal services. As City Attorney, you will have the opportunity to work closely with elected officials, the City Manager, department leaders, and employees across the organization.

City operations include:

Police • Public Works • Fire • Parks & Recreation • Community Development • Finance • Human Resources • Information Technology • Elected City Clerk

This breadth creates an engaging legal environment where municipal law intersects with virtually every aspect of local government.

Your Opportunity to Make an Impact

For an attorney seeking a career in public service, Galesburg offers the opportunity to do more than provide legal counsel. You can become a trusted partner in the City's leadership and help guide decisions that have a direct impact on the people who call Galesburg home.

Come to Galesburg to practice law with purpose, engage with a community, and make a difference that lasts.



General Description

This position serves as the chief legal advisor for the City of Galesburg, providing professional legal work under the direction of the City Manager and in support of the policies set by the City Council.

The City Attorney serves as the sole in-house attorney for the City and is responsible for providing legal counsel and representation to the City in a wide range of legal matters, including labor and employment, collective bargaining, public policy, land transfers, contracts and agreements, prosecution of all code and ordinance violations, and litigation.

Responsibilities include representing the City's interest in a myriad of legal issues, and collaboration with outside legal counsel assigned to workers' compensation and other special interest or insurance-covered litigation.

The City Attorney serves as a key member of the City's leadership team and is responsible for developing, planning, and implementing a comprehensive legal services program for the City of Galesburg.

Essential Functions

- Ensure that all city operations are in compliance with local, state, and federal regulations and laws, and in conformance with acceptable standards and practices.
- Prepare legal and highly confidential information. Develop, analyze, and provide appropriate factual and policy background information.
- Defend the city in all legal matters in which the City is a party. Oversee and serve as the point of contact for any case in which the City has appointed outside counsel or is defended by an insurance carrier of the City.
- Negotiates, drafts, or reviews contracts, deeds, agreements, ordinances, resolutions, and other legal documents as needed.
- Develop an annual legal budget based on anticipated needs and administer the assigned budget.
- Provide advice and updates to the city manager on policy issues and pending litigation.
- Provide assistance to the city manager on special projects as assigned.
- Serves as a trusted member on the City's executive leadership team.

Professional Skills

- Labor Relationships
- Lead Negotiator
- Contract Review
- Employee HR Matters



Personal Traits

- Good Communicator
- Collaborator
- Level-Headed
- Offers Help and Support

Position Requirements

- Juris Doctor (J.D.) degree and licensed to practice law in the State of Illinois, or eligible to obtain an Illinois law license
- Good standing with the Illinois State Bar Association
- A minimum of three years of legal experience, preferably in Illinois municipal law
- Valid Illinois driver's license or equivalent
- Residency requirement within 13 months

Personal Qualifications and Ability

- Excellent interpersonal and communication skills, and the ability to work productively with colleagues, elected officials, community members, developers, and within the judicial system
- Extensive knowledge of local, state, and federal law and court decisions, including those that affect municipalities
- Knowledge and experience in the principles and methods utilized in legal research
- Experience in general municipal law, including but not limited to drafting complaints, urban planning, employment law, labor law, municipal code enforcement, risk management, and prosecution of ordinance violations

Compensation and Benefits

- The salary for this position is +/- \$180,000
- The City of Galesburg offers a comprehensive and competitive benefits package including health insurance, vision, dental, life insurance, and IMRF Pension

Application Process:

To apply, please submit a cover letter, résumé, and five professional references with email addresses to: hr@ci.galesburg.il.us

Confidential inquiries may be directed to:

James W. Arndt

President & CEO

Arndt Municipal Support, Inc.

james@arndtmunicipalsupport.com

(217) 500-0770

First review of applications begins August 28, 2026

The City of Galesburg, Illinois is an Equal Opportunity Employer.

