



**CITY ATTORNEY**  
City of Sedona, AZ

Recruitment Services Provided By



## The Opportunity

The City of Sedona offers an exceptional opportunity for an accomplished municipal attorney to serve one of Arizona's most distinctive and recognizable communities. This is far more than a traditional legal counsel role – it is an opportunity to help shape the future of a city known for its extraordinary natural beauty, engaged residents, and thoughtful approach to growth, sustainability, and quality of life. Working closely with the City Council, City Manager, executive leadership team, and community stakeholders, the next City Attorney will play a pivotal role in advancing the City's strategic priorities while preserving the qualities that make Sedona a truly special place to live, work, and visit.





# The City of Sedona

The City of Sedona is located approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties. Because of its stunning natural surroundings, this small community of roughly 9,800 residents is one of Arizona's premier centers for international tourism, recreation, retirement, luxury resorts, and the arts.



Situated in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, plenty of sunshine, and clean air. Because of Sedona's pleasant climate, sightseeing, hiking, mountain biking, golf, tennis, horseback riding, and jeep touring are year-round activities. The City of Sedona's main attraction is its array of red sandstone formations, which glow brilliant shades of orange and red when illuminated by the rising or setting sun and provide a stunning contrast with the occasional winter snowfall. The red rocks form a popular backdrop for many activities, ranging from spiritual pursuits to hundreds of hiking and mountain biking trails.



Sedona's spectacular natural landscape is the perfect backdrop for a vibrant arts scene. Sedona is home to numerous galleries, art organizations, a symphony, film festival, and art enthusiasts, making the City a uniquely creative community.

# City Government

Incorporated as a City in 1988, the City of Sedona encompasses an area of 23.81 square miles – more than half of which falls under jurisdiction of the U.S. Forest Service. Administered under the Council-Manager form of government, Sedona's City Council consists of six councilors and a mayor. The six council members are elected at-large and serve four-year overlapping terms. The Mayor is elected by the citizens and serves a two-year term.

The City provides a broad portfolio of municipal services across departments and offices: the City Council Office, the City Manager's Office, the City Clerk's Office, the City Attorney's Office, Human Resources, Financial Services, Information Technology, Parks & Recreation, Community Development, Public Works, Communication, Tourism & Economic Initiatives, Sustainability, Police, the Municipal Court, Public Transit, Wastewater, and General Services. Housing, Arts & Culture, and the Short-Term Rental Program, as well as a number of other City functions, are divisions within various departments.

Services not provided by the City include water service, which is private; the Community Library of Sedona, a not-for-profit organization with some contract funding from the City; fire services, which are provided through a fire district; refuse and recycling collection, which is private; and composting services, which are provided by a not-for-profit organization with some contract funding from the City.

Of added municipal interest, the City is a part of two counties and is traversed by two state arteries. The City does not levy a property tax, though the counties, schools, and special districts do. The City funds operations through City sales and bed taxes, other local sources of revenue, state shared revenue, and grants, which usually fund the Public Transit system and other capital projects.





# The City Attorney's Office

The City Attorney's Office provides sound legal advice and support to City officials, working collaboratively to implement policies set by the City Council, and diligently advocating the City's interests.

The City Attorney's Office advises the City Council, appointed commissions, and City staff in the conduct of City business and the preparation of legal documents and represents the City's interest in civil litigation and administrative proceedings.

The City Attorney's Office advises City officials regarding actions that are authorized or required to establish, implement, and enforce City laws and policies; and prepares legal documents to implement those City laws and policies, including ordinances, resolutions, regulations, and contracts.

With a budget of \$1 million, the City Attorney's Office provides its services through a staff of four positions comprised of the City Attorney and three positions that report directly to the City Attorney: the City Prosecutor, an Assistant City Attorney, and a Legal Assistant.

**\$1M**  
Operating Budget

**4FTE**  
Employees

# The Position

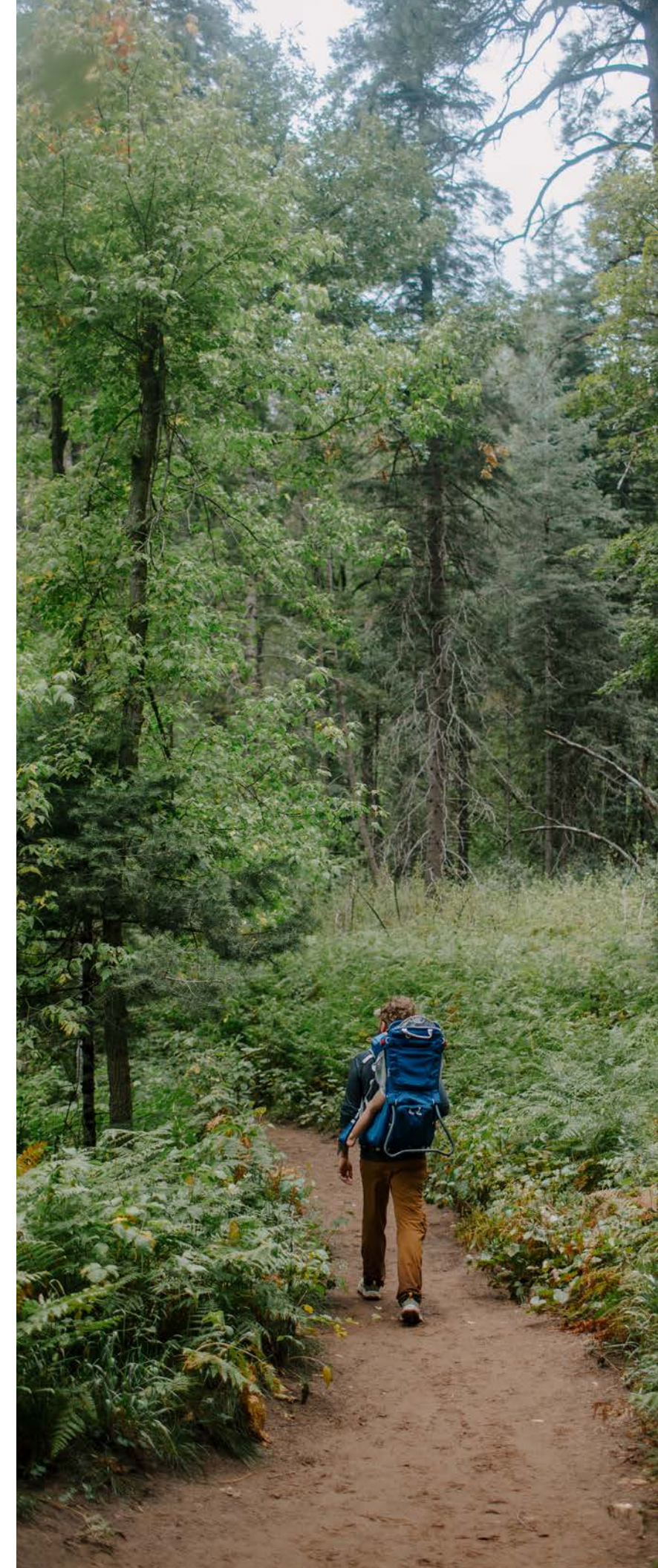
The City Attorney serves as the chief legal advisor to the City of Sedona, providing trusted counsel to the City Council while partnering closely with the City Manager, executive leadership team, and departments across the organization. As a key member of the City's leadership team, the City Attorney helps shape policy, manage organizational risk, and support sound decision-making that advances the City's strategic priorities while preserving Sedona's unique character and exceptional quality of life.

Sedona's distinctive setting creates an equally distinctive legal practice. From land use, development, and environmental stewardship to tourism, public safety, open government, and economic vitality, the City Attorney is involved in many of the community's most significant initiatives. The successful candidate will be a strategic, solutions-oriented advisor who balances legal expertise with practical business judgment, helping elected officials and staff confidently navigate complex issues in a collaborative and politically astute manner.

This is a highly visible, hands-on executive leadership position responsible for the full spectrum of legal services for the City. The City Attorney oversees the Legal Department, directs the work of outside counsel, including legal counsel retained by the Arizona Municipal Risk Retention Pool, and fosters a culture of transparency, ethical governance, and responsive customer service. Success in this role requires exceptional judgment, strong communication skills, intellectual curiosity, and the ability to build trusted relationships throughout the organization and the community.

Key areas of responsibility include:

- Leading and managing the City's legal function, including supervising the City Prosecutor, the Assistant City Attorney, support staff, and outside legal counsel.
- Advising the City Council, City Manager, boards, commissions, and City departments on complex legal issues, governance, and emerging risks.
- Reviewing, drafting, and negotiating contracts, development agreements, ordinances, resolutions, and other legally binding documents.
- Providing strategic legal counsel on land use, municipal operations, employment matters, public records, open meetings, elections, and ethics requirements.
- Representing the City in legal and appellate proceedings, and overseeing litigation strategy, insurance claims, and the work of outside counsel.
- Ensuring City policies, practices, and operations remain compliant with evolving federal, state, and local laws through proactive legal guidance.
- Monitoring changes in legislation and case law and translating legal developments into practical guidance for City leadership and staff.
- Conducting training for elected officials and employees on Open Meeting Law, public records, conflict-of-interest requirements, and other compliance topics.
- Attending City Council, Planning and Zoning Commission, Board of Adjustment, and other public meetings to provide legal advice and procedural guidance.
- Preparing and administering the Legal Department budget while fostering a collaborative, responsive, and service-oriented legal team.





# The Ideal Candidate

The City of Sedona seeks a trusted legal advisor and collaborative executive who understands that the role of City Attorney extends well beyond providing legal opinions. The ideal candidate will be a strategic partner who helps elected officials and staff achieve the City's goals through thoughtful counsel, sound judgment, and practical solutions. This individual will build strong relationships across the organization, navigate complex legal and political issues with confidence, and foster an environment where legal services are viewed as a resource that enables good government rather than an obstacle to progress. The successful candidate will combine deep municipal law expertise with exceptional interpersonal skills, political awareness, and an unwavering commitment to public service.

**Collaborative, trusted advisor to elected officials and staff:** Builds credibility through accessibility, responsiveness, and strong relationships across the organization. Listens first, understands operational objectives, and works alongside departments to develop practical legal solutions that move projects forward while appropriately managing risk. Recognizes that the City Attorney is both legal counsel and a strategic partner in accomplishing the City's mission.

**Business-minded, solution-oriented municipal attorney:** Looks beyond identifying legal obstacles to helping the organization find legally sound paths forward. Balances legal compliance with operational realities, offers thoughtful options rather than simply saying "no," and exercises sound judgment in weighing legal risk against organizational priorities.

**Experienced Arizona municipal law practitioner:** Brings a strong foundation in Arizona municipal law, with particular expertise in land use, zoning, housing, public records, open meeting laws, procurement, contracts, litigation management, and related areas of local government practice. Understands the legal and policy challenges facing Arizona municipalities and stays ahead of emerging legislative trends.

**Strategic thinker who anticipates tomorrow's challenges:** Maintains a forward-looking perspective by monitoring legislative changes, evaluating emerging legal risks, and helping City leadership prepare for future issues before they become immediate problems. Supports innovation while ensuring the City remains legally well-positioned to achieve its long-term objectives.

**Political savvy with exceptional judgment:** Understands the dynamics of serving a City Council in a highly-engaged community and remains calm, objective, and steady during politically sensitive or controversial matters. Has the confidence to provide candid legal advice, even when it may be difficult to hear, while maintaining professionalism, diplomacy, and trust with elected officials and stakeholders.

**Exceptional communicator and educator:** Explains complex legal concepts in clear, practical language that allows elected officials and staff to make informed decisions. Enjoys teaching, mentoring, and helping others understand legal requirements through proactive communication, training, and ongoing guidance rather than waiting for problems to arise.

**Leader of integrity, humility, and professionalism:** Demonstrates the highest ethical standards while leading with humility, patience, accountability, and respect. Builds confidence through honesty, consistency, and transparency, creating an environment where employees feel comfortable seeking legal advice early and often.

**Committed to preserving what makes Sedona unique:** Appreciates the unique opportunities and complexities of serving one of Arizona's most recognized communities. Understands the importance of balancing environmental stewardship, housing, tourism, economic vitality, and community values while helping City leaders make decisions that protect Sedona's exceptional quality of life for future generations.



# Qualifications

The following are the minimum requirements for the City Attorney for the City of Sedona:

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctor, or equivalent degree and current membership in the State Bar of Arizona.

**Experience:** Prior experience as a city attorney, assistant city attorney, or as an attorney for a political subdivision.

**License:** Member of the State Bar of Arizona and authorized to practice before all Arizona state and federal courts.





## Salary & Benefits

The Sedona City Council will negotiate a highly competitive salary and executive benefits package with the selected candidate that is considerate of the candidate's experience and qualifications. The salary range for the position is **\$180,000 to \$220,000**, depending on qualifications. The City offers an outstanding benefits package which includes:

**Retirement:** The City participates in the Arizona State Retirement System. Employee contribution is set by the state at 12.00% and is matched by the City with an additional 12.00%. Optional 457(b) plans are available for voluntary contributions.

**Health, Dental, and Vision Insurance:** The City provides all full-time employees with medical, dental, vision, prescription, and life insurance. Employees can choose from traditional, co-pay, or high-deductible plans. Under each plan, the City pays a substantial amount of the premium for eligible dependents.

**Auto and Phone Allowances:** Will be provided at a negotiated amount in the selected candidate's employment agreement.

**Life Insurance:** City provided \$50,000 term life insurance, with option to purchase additional coverage.

**Generous Leave:** 11 paid holidays annually, 12 days of flexible leave which may be used for sick or personal leave, and vacation leave based on years of service.

# Application & Selection Process

Interested and qualified candidates are encouraged to apply online by **Monday, August 3, 2026**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

This recruitment will be handled with strict confidentiality until such a time as finalists have been identified. References will not be contacted until mutual interest has been established.

## **CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 581-1426

*Mosaic Public Partners and the City of Sedona are committed to conducting a professional and confidential recruitment process to the extent permitted under Arizona public records laws. Candidates should be aware that application materials or candidate information may become subject to public disclosure during later stages of the recruitment process or in response to a public records request, consistent with applicable law. Questions regarding confidentiality or the search process may be directed to Greg Nelson.*

*The City of Sedona is an Equal Opportunity Employer.*

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