

# CITY ATTORNEY

**Join  
Our  
Team!**

**City of Columbia Falls, MT**

***Help shape the future of a growing community at the  
Gateway to Glacier National Park***

## **About Columbia Falls**

Columbia Falls offers small-town character, strong community pride, and quick access to world-class outdoor recreation, including Glacier National Park, Flathead National Forest, and nearby ski and lake destinations. Residents enjoy a welcoming atmosphere and a cost of living and quality of life that make it an attractive place to live, work, and raise a family.

## **The Opportunity**

The City of Columbia Falls is seeking a full-time City Attorney-Prosecutor to serve as the City's chief legal advisor as the City transitions from a contract legal services model. The City Attorney will play a central role in supporting ethical governance, managing legal risk, and guiding the City through a period of continued growth and investment. The City intends to hire a Legal Assistant following City Attorney selection.

## **Workplace Culture**

The City Attorney will join a close-knit leadership team in a commission-manager form of government, working directly with the City Manager and collaborating with experienced departmental directors. The City values teamwork, clear communication, and community-focused solutions that reflect Columbia Falls' welcoming character.

## **Key Responsibilities (MCA § 7 4 4604)**

- General Legal Counsel: Provide general legal counsel to the City Council, City Manager, City staff, and any other boards/commissions.
- Serve as the City Prosecutor for all misdemeanor offenses.
- Provide Legislative and Document Services for all ordinances, resolutions, contracts, interlocal agreements, and other documents.
- Litigation and Risk Management. Represent the City in litigation, arbitration, appeals, and administrative proceedings, except where other counsel is retained or provided.
- Ensure Land Use, Planning, and Zoning decisions are legally defensible and follow procedural due process.
- Support Employment and Labor Relations on all personnel matters and collective bargaining agreements.



### *Strategic legal advisor and trusted counselor to City leadership*

#### Essential Strengths and Job Requirements

- **Knowledge:** Comprehensive knowledge of municipal law applicable to Montana cities, including governance, criminal procedure, land use, employment law, contracts, public records, open meetings, and risk management.
- **Skills:** Legal research and analysis; civil litigation and courtroom advocacy; legal drafting; negotiation; risk assessment; and the ability to clearly communicate complex legal concepts to elected officials, staff, and the public.
- **Abilities:** Exercise independent legal judgment; maintain confidentiality; manage multiple complex and time-sensitive matters; and establish effective working relationships across the organization and community.
- **Professionalism:** Handle confidential information and navigate stressful situations with tact and diplomacy.

#### What the City Offers

- Competitive compensation and benefits package.
- Starting Salary: \$110,000 DOQ-DOE
- Medical Insurance: Employer contributes over 90% of medical insurance premiums; \$30,300 annually for a family coverage plan.
- Professional development training budget.
- Other Benefits: Includes participation in the Montana Public Employees' Retirement System, accrued vacation and sick leave, paid holidays, and other benefits as outlined in the employee handbook.

#### Education and Experience

- Graduation from an accredited law school with a Juris Doctor degree.
- Admission to and in good standing with the Montana State Bar, and eligibility to practice before the United States District Court for the District of Montana.
- **Preferred Experience:**
  - 7 years of progressively responsible legal experience as a licensed attorney
  - 3 years of municipal law or public-sector
  - Criminal prosecution experience
  - Civil litigation experience involving representation of a public entity
  - Land use, zoning, and real estate law experience in a municipal or public-sector context.



#### How to Apply

- **Submit prior to 5:30 p.m., June 19** to be considered for the **first review on June 22, 2026**.  
*Please note that the City reserves the right to move forward with hiring an exceptionally qualified candidate before the first review date. Apply early for best consideration!*
- Online applications **<https://www.cityofcolumbiafalls.org/jobs>**
- Submit an application, cover letter, and resume highlighting relevant legal experience, including municipal law, public-sector representation, litigation, prosecution, land use, or comparable legal work.
- Provide three professional references.
- Questions: City Clerk, Barb Staland, 406-892-4388, [staalandb@cityofcolumbiafalls.com](mailto:staalandb@cityofcolumbiafalls.com)