



## Town of Smyrna Town Attorney

<b>SALARY</b>	See Position Description	<b>LOCATION</b>	Smyrna, TN
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	00861
<b>DEPARTMENT</b>	Administration	<b>OPENING DATE</b>	02/26/2026
<b>CLOSING DATE</b>	3/23/2026 11:59 PM Central		

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### Description

#### PAY & BENEFITS:

The hiring range for the Town Attorney is **\$163,102 – \$246,349**, with a starting salary commensurate with the candidate's depth of experience and specialized legal expertise.

In addition to base pay, this position includes a **\$7,200 annual car allowance** and eligibility for both **performance and longevity bonuses**. The Town is committed to professional growth, providing full coverage for bar dues, professional memberships, and all CLE requirements.

#### BENEFITS:

Paid Holidays:	13 days
Paid Time Off :	0-4 years of service = 23 days (7.08 hours per pay period)
Longevity Bonus:	Based on Years of Service
Merit Pay:	Based on performance (Annual Salary increase and Bonus)

Town Paid Benefits Include:

- Short and Long-Term Disability
- Employee Assistance Program
- Basic Life Insurance (1x Salary, \$10k spouse, & \$5k child)
- Retirement Contribution and Match
- Education Reimbursement
- Free Wellness Programs and Free Gym Access

#### **BIWEEKLY Insurance Premium Costs (includes vision & dental)**

HSA:	\$20 single	\$110 family
OAP:	\$25 single	\$150 family

#### Description:

As stipulated by Town Charter Section 8.01 and 8.02, the Town Attorney serves as the chief legal officer for the Town of Smyrna. Appointed by and serving at the will of the Town Council, this classification directs the management of all litigation, provides comprehensive legal counsel to Town leadership, and ensures the legal integrity of Town operations. The Town Attorney acts as a member of the Town team, utilizing the law creatively to advance Council-established policy while minimizing Town liability. Reports to the Town Council.

## Essential Duties & Responsibilities

- **Council Directives & Consultation:** Carries out directives of the Council as a whole; maintains accessibility for Council consultation during and after working hours.
- **Proactive Communication:** Provides "heads-up" warnings regarding potential problems in advance of a crisis; keeps Council informed of all legal affairs and litigation.
- **Legislative & Policy Support:** Prepares ordinances, resolutions, and contracts that accurately reflect Council direction and policies; provides sufficient detail to allow for effective decision-making.
- **Executive Sessions:** Conducts detailed and organized closed-session briefings to assist the Council in strategic decision-making.
- **Administrative Collaboration:** Works effectively with department managers and staff to provide practical, timely, and corrective/preventative legal advice. Advises Town Manager, Mayor and Town Council as well as staff on matters involving legal issues related to Town projects and surrounding areas.
- **Litigation & Outside Counsel:** Directs the management of all Town litigation; effectively coordinates with retained outside counsel to minimize Town costs and exposure.
- **Town Court Prosecution:** Performs the function of prosecuting attorney in the Town Court.
- **Legal Team Leadership:** Plans, directs, supervises and evaluates the work of the Assistant Town Attorney, Safety and Risk Manager, and Paralegal; assigns and reviews legal research, case preparation, and drafting projects to ensure accuracy and consistency with Town policy; provides professional guidance and mentorship; and evaluates employee performance to maintain high standards of legal service delivery.
- **Property & Right-of-Way Acquisition:** Directs and oversees the legal processes for land and easement acquisitions required for Town infrastructure and capital improvement projects; manages the preparation of title searches, appraisals, and deeds; conducts negotiations with property owners; and initiates and manages eminent domain proceedings/condemnation suits when necessary to secure public right-of-way in accordance with state and federal laws. Interprets complex property descriptions, surveys, appraisals, and title reports to ensure the Town's interests are protected in real estate transactions.
- **Public Diplomacy:** Provides legal advice in public settings in a diplomatic and professional manner that protects the Town from embarrassment or liability.
- **Citizen Relations:** Accommodates citizen requests for legal information while maintaining the primary role of attorney for the Town as a legal entity.
- **Legal Research & Compliance:** Maintains a sound understanding of municipal law; keeps abreast of changes through continuing education and professional organizations.
- **Organizational Responsibility:** Accepts responsibility for legal outcomes; admits and works to correct errors; is receptive to constructive criticism.
- **Legal Guidance at Meetings:** Attends meetings involving council and staff during the work day, weekends and after hours.

## Minimum Qualifications

- **Education:** Juris Doctor (JD) degree from an accredited law school.
- **License:** Active license in TN or ability to obtain within 90 days of hire; Member in good standing with the TN Board of Professional Responsibility.
- **Charter Requirement:** Must be an attorney-at-law entitled to practice in the courts of the State of Tennessee.
- **Experience:** Minimum of 7 years of experience in the practice of law, with five (5) years related to municipal or governmental affairs.
- **Management Experience:** Proven experience in a lead or supervisory role within a law firm or governmental legal department; must demonstrate proficiency in delegating legal projects, reviewing the work product of subordinate attorneys/paralegals, and managing departmental workflow.
- **Knowledge:** Has demonstrated knowledge in real estate, land use and zoning laws; labor and employment laws; environmental and utility regulations; litigation and risk management; code enforcement and governance, public safety, contract law and election law.

Town of Smyrna

315 South Lowry Street

**Phone**

615.355.5791

Smyrna, Tennessee, 37167

**Website**

<http://www.townofsmyrna.org>

## Town Attorney Supplemental Questionnaire

**\*QUESTION 1**

Do you have a Juris Doctor (JD) degree from an accredited law school?

- Yes  
 No

**\*QUESTION 2**

Are you currently an attorney-at-law entitled to practice in the courts of the State of Tennessee?

- Yes  
 No

**\*QUESTION 3**

Do you have a minimum of 7 years of experience in the practice of law, with five (5) years related to municipal or governmental affairs?

- Yes  
 No

**\*QUESTION 4**

Are you currently licensed to practice law in Tennessee, OR do you qualify for reciprocity and can obtain a TN license within 90 days of hire?

- Yes  
 No

**\*QUESTION 5**

Are you currently an active member in good standing with the State Bar or the highest attorney disciplinary authority in every jurisdiction where you are licensed to practice law?

- Yes  
 No

\* Required Question