

The right place in Texas™

Odessa



Assistant City Attorney

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Governance & Organization

Incorporated in 1927, the City of Odessa operates under a Home Rule Charter and functions under the Council-Manager form of government. The City Council determines the policies of the local government and enacts local laws necessary for the protection of public health, safety, and welfare. There are five district council members, one council member who serves at-large, and a Mayor. The elected officials serve four-year staggered terms. The Council appoints the City Manager, who serves as the Chief Administrative Officer and is responsible for the day-to-day operations of the city.

The city provides a full range of municipal services to support its residents, businesses, and visitors. City services are delivered by 1,114 budgeted full-time equivalent employees. The city's current General Fund budget expenditures total \$309.9 million, and they have adopted a 2025 tax rate of \$0.470700 per \$100 of valuation. Enterprise funds totaled \$321.7 million last year. Odessa's sales tax typically rivals or exceeds property taxes as a revenue driver.

Economic Growth



Odessa is a dynamic and expanding community where economic opportunity and quality of life go hand in hand. The city offers more than a strong business environment, it fosters a welcoming atmosphere that supports both professional success and everyday living.

Strategically located in the heart of the Permian Basin, Odessa has built a longstanding reputation on its abundant natural resources. As the largest oil and gas-producing region in the United States, the basin has shaped Odessa's economic foundation. This energy advantage, paired with modern infrastructure, a highly capable workforce, and a business-friendly climate, makes Odessa a compelling destination for investment and growth.

In recent years, the local economy has experienced significant diversification. An increasing number of businesses across a range of industries have established operations in Odessa, positioning the city as a key distribution hub for national and international companies beyond the energy sector.

This momentum is reflected in Odessa's strong growth outlook. The population is projected to surpass 215,000 by 2040, while employment is expected to grow at an annual rate of 1.7%, generating more than 37,400 new jobs. Real personal income and retail sales are forecast to rise by 3.81% and 4.13% per year, respectively. By comparison, Texas overall is projected to see output growth of 3.25% annually through 2040, with statewide employment expanding at the same 1.7% annual rate.

The Position

The City of Odessa is seeking an Assistant City Attorney to serve as one of the City's legal advisors and a municipal prosecutor. The position will provide legal counsel to departments, review contracts and ordinances and help protect the City from liability.

The position reports directly to the City Attorney and has these core responsibilities:

Preparation & Prosecution of Municipal Court Cases occurring within the Odessa City Limits

- Review police reports, complaints & citations for case review & charging decisions
- Draft pleadings, plea offer and legal motions
- Present cases using facts, case law and legal precedence
- Represent the City in Municipal Court for all dockets
- Conduct factual & legal analysis to determine prosecutorial strategy

Legal Opinions & Advisory Work

- Interpret city ordinances & state law and analyze legislation and its potential impact on the City
- Provide legal opinions to city departments and leadership
- Review documents, policy & operational issues for legal sufficiency
- Draft motions, memoranda, correspondence & appellate documents
- Review & approve contracts, resolutions, ordinances and public communications
- Ensure city's compliance with local, state and federal law

Code Enforcement and Administrative Proceedings

- Prepare and prosecution city code violations
- Represent the City in administrative hearings and other legal proceedings
- Manage case preparation for code related enforcement actions

Risk Management & Liability Reduction

- Identify legal risks and recommend mitigation strategies
- Ensure city operations comply with legal standards
- Protect the city's interests in all assigned matters

The Assistant City Attorney will be a collaborative and ethical team player. They must possess excellent communication skills and a commitment to public service. Presentation of the right candidate will combine legal expertise with strategic vision to support Odessa's long term success.

The Assistant City Attorney we're looking for

Minimum Qualifications:

- Juris Doctorate Degree is required or a reasonable expectation of obtaining in an acceptable transition period.

Knowledge of:

- State of Texas criminal and civil statutes, rules, administrative orders, policies & procedures, and applicable Federal rules & regulations
- Texas judicial procedures and rules of evidence
- Legal precedents and court decisions impacting municipal government
- Municipal government functions, political environments, and confidentiality standards
- Principles & protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal proceedings
- Texas court protocols and practices and law enforcement agency procedures
- Principles & practices of legal, ethical and professional rules of conduct
- Legal case management procedures, ethics and techniques

Must have or acquire knowledge of:

- Legal precedents and court decisions impacting municipal government
- Current political & economic trends in municipal, state and federal government
- Local community issues & regional community resources available to citizens

Skills:

- Analyzing complex legal administrative issues, interpreting laws & regulations, evaluating alternatives and developing recommendations, strategies and operational improvements
- Interpreting and applying criminal & civil laws to information, evidence and other data compiled
- Prosecuting cases in a courtroom, presenting legal arguments and mediating legal issues
- Using effective interrogative procedures and recognizing suspicious & deceitful behavior patterns
- Reviewing & assessing legal issues & documents
- Working independently, maintaining composure & discretion and working effectively in a high-pressure environment with changing priorities
- Prioritizing and completing assignments with minimum supervision
- Explaining federal & state rules and regulations and City policies & procedures while exercising the highest degree of confidentiality
- Reviewing & maintaining records, compiling technical information and managing official records
- Assessing and prioritizing multiple tasks, projects & demands
- Establishing & maintaining cooperative working relationships and open communication with City employees, law enforcement agencies, court and justice system representatives and advocate groups
- Communicating effectively verbally, and in writing.

License and Certification Requirements: Must be a member of the Texas State Bar Association, licensed to practice law in the State of Texas, and remain active with all Texas Bar annual requirements, or have a reasonable expectation of obtaining in an acceptable transition period.

Opportunities

- Broad exposure across Municipal Law
- Hands on Courtroom Experience
- High Impact Policy & Governance Work
- Interdepartmental Leadership & Collaboration
- Strong Career Development

Challenges

- Heavy Misdemeanor Prosecution Load
- Economy that is Heavily Influenced by Oil & Gas but, this is also what makes the Area Unique
- Pressure to Maintain Service Levels During Downturns



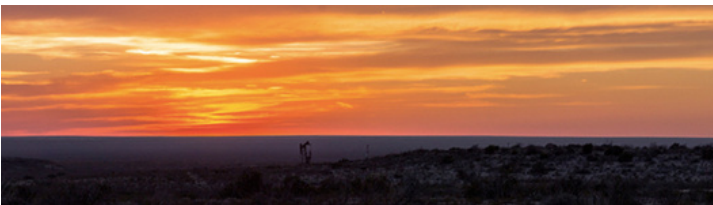
Compensation & Benefits

The City of Odessa is offering a starting salary range of \$105,771 to \$160,000 for this position commensurate with experience & qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options which are paid at 100% for the employee, as well as term life insurance. Additional benefits include paid holidays, sick leave and vacation leave.

The City of Odessa participates in the Texas Municipal Retirement System (TMRS), which pairs a 7% employee contribution with a 2:1 employer match.

This entity is an Equal Opportunity Employer committed to building a workforce that reflects the diversity of the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.

Welcome to Odessa



Resources

City Website

<https://www.odessa-tx.gov>

Odessa Chamber of Commerce

<https://odessachamber.com>

Odessa Economic Development Corporation

<https://www.odessatex.com>

Grow Odessa (Odessa Industrial Development Corporation)

<https://growodessa.net>

Ector County

<https://www.co.ector.tx.us>

Midland County

<https://www.co.midland.tx.us>

Ector County ISD

<https://www.ectorcountyisd.org>

The City's total operating and all-fund budget for FY 2025-26 is strategically structured to support core services and long-term stability, with an estimated operating plan around \$309 million.

Proposed property tax revenue for FY 2026 is approximately \$60.6 million, reflecting an 11.4% increase over the prior year.

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The position is open until filled.
First review deadline is 5 p.m. on May 10, 2026.
Please e-mail your cover letter and resume in .pdf format to applyodessaACA@clearcareerpro.com
Faxed and mailed submissions will not be considered.

For more information on this position contact:
Kelly Kuentler, Vice President
Clear Career Professionals
(214)550-2850 Ext 6
kelly@clearcareerpro.com

Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification



A special episode of The Clear Voice podcast featuring Odessa leaders and an in-depth discussion of this opportunity will be released alongside this brochure.

Follow The Clear Voice on Spotify, Apple, Amazon Music, or YouTube to listen and learn more about Odessa's vision and priorities.