



# CITY ATTORNEY

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	City Attorney	<b>Effective Date:</b>	May 1, 2014
<b>Working Title:</b>	City Attorney	<b>Type:</b>	Management/Supervisory
<b>Department:</b>	City Attorney's Office	<b>Supervisor:</b>	Keizer City Council
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Legal Assistant

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### CLASSIFICATION SUMMARY

The City Attorney provides legal advice, opinion and research for the Mayor, City Council and staff of the City of Keizer and representation for the City of Keizer. This department director position performs a variety of complex, high level administrative, technical and professional work in prosecuting ordinance violations and arbitrations, conducting civil lawsuits, drawing up legal documents, advising city officials as to legal rights, obligations, practices other phases of applicable local, state and Federal law.

The City Attorney assists members of the City Council and City staff in a variety of legal matters including drafting proposed resolutions and ordinances, preparing amendments, writing legal opinions and performing other legal research. This work is done on a confidential and nonpartisan basis. In addition, the City Attorney may be directed or requested by the City Council to provide assistance to committees, commissions and task forces, such as the Planning Commission.

The City Attorney must be responsive to the needs of Councilors, City Management, government agencies, and to a more limited extent, the public. The City Attorney must balance the needs of each of these groups against the ability of the City Attorney to deliver high-quality, products and services under strict deadlines. Much of the drafting and other Council work is performed under severe time constraints and under stressful conditions. The City Attorney must comply with all applicable laws and the ethical standards for attorneys and the City Council rules and procedures and personnel rules of the City of Keizer.

This position requires decisions involving problem solving and/or assignments of a complex nature. General directions are received from City Council with policies and procedures available for guidance. Independent decision-making skills are essential. City Attorney is expected to exercise good judgment in seeking assistance from outside professionals where additional specialized knowledge is necessary or appropriate. Errors would have a significant effect on major functions of the City and may have a serious related effect on overall City operation, financial condition, and reputation or public image.

The City Council performs annual performance evaluations to assure that work is completed in accordance with policies, guidelines and directives.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

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### **50% General Duties**

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Provides legal assistance, counsel and advice to City Council\*, City Manager, and management staff, issues legal opinions; approves ordinances, resolutions and contracts as to legal form; provides legal advice as to substance.

Represents the City of Keizer and makes presentations to councils, boards, commissions, civic groups and the general public; identifies and reinforces organizational goals as defined by City Council.

Prepares a variety of studies, reports and related information for decision-making purposes.

Advises City Council of legal conditions and current and future trends.

Assists City Council and department directors in complying with all applicable laws, regulations and ordinances.

Coordinates and oversees legal projects with contracted attorneys, agencies and other public jurisdictions.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case. Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.

Responsible for formulation, presentation, and administration of the budget for the office; assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned area; assures effective and efficient use of budgeted funds, materials, facilities, and time.

\*Does NOT represent or advise individual councilors on legal matters or issues.

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### **20% Drafting**

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The City Attorney is expected to carry primary responsibility for drafting ordinances, resolutions, contracts, agreements, deeds, leases, franchises, and other legal documents for the City. Reviews documents prepared by other agencies or parties. Because drafting requests vary in the extent of detail supplied and in the accuracy of the supplied information, the City Attorney must be skilled in ascertaining from the requester the exact nature of the problem presented. While the City Attorney does not make policy by deciding what legislation is to be drafted, the City Attorney may, as appropriate, become a participant in the decision process by offering examples from other laws, other administrative approaches, other cities or past experience.

The City Attorney is responsible for drafting amendments to resolutions and ordinances for which the counsel had primary drafting responsibility. Amendments are prepared at the request of councilors or council appointed committees. This process requires close consultation with committee staff, who may or may not be attorneys or closely familiar with the legal principles at issue. The City Attorney must be able to communicate to these people any legal problems that may arise out of the amendments.

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### **15% Committee Legal Support**

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The City Attorney provides legal support various city committees, commissions, boards, work groups, and task forces and provides such groups with advice on appropriate procedures, public meetings and public records law. The City Attorney works closely with the Community Development Director and is expected to attend most Planning Commission meetings.

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### **5% Personnel Duties**

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The City Attorney, with assistance from Human Resources, is responsible for all personnel decisions for the Office of the City Attorney, including matters related to hiring, performance management, compensation management, promotions, discipline, dismissal and counseling. Provides direction to legal staff to ensure City goals and objectives are met; conducts annual performance evaluations; interprets committee and budget decisions affecting personnel; provides opportunities for training and performance coaching to legal staff; actively promotes and supports diversity in the workplace through staffing, promotions, training and career development, and models respect for diversity in the workplace; exhibits leadership to staff, work teams and fellow employees, serves as a model for accomplishing City's vision and goals, and creates an environment in which employees are focused on producing excellent quality results.

## **5% Professional Development**

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Maintains professional and technical knowledge relevant to job duties by attending continuing legal education workshops and participating in professional organizations.

## **5% Additional Duties**

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Performs other duties as assigned by the Mayor and City Council and such duties as may be prescribed in the City Charter or required by state, federal, or local laws.

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards, calculator and telephones.

### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. The City Attorney, as a supervisory position, is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

### **Work Environment / Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. The employee will use a personal computer and various software programs, motor vehicle, phone, copy and fax machines, and other related tools and equipment. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Work is also performed in numerous meeting settings in offices, conference rooms and public spaces. Duties include contact with employees and customers in conflict situations.

This department director position is the primary contact with the news media regarding City legal matters including sensitive, difficult or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.

### **Guidelines**

The City Attorney uses the following guidelines to ensure that the activities of City employees are in compliance with applicable statutes, rules, policies, and practices:

- City of Keizer Charter
- Guidelines established by City Council
- City Ordinances
- Federal Laws and Rules
- Oregon Revised Statutes
- Oregon Administrative Rules
- City Personnel Policies
- Keizer Police Association Contract
- LIUNA Local 320 Contract
- City contracts and agreements

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

A minimum of five years of law practice with extensive and progressively responsible experience in Municipal law.

### **Knowledge of:**

- Local government, administrative and land use law
- Principles of real property, land use planning law, contract law and civil procedures
- Judicial procedures and rules of evidence
- Methods of legal research
- Employee supervision, budget preparation and office management practices
- State and federal government organization and finance, and state legislative policies and procedures

### **Skill & Ability to:**

- Organize, interpret and apply legal principles and knowledge of complex factual situations in conducting legal research and preparing sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Preparing and try cases.
- Supervising the work of subordinates.
- Express ideas effectively, both orally and in writing.
- Establish and maintain effective working relationships with City officials, City staff and the general public.

### **Licenses, Certifications & Other Requirements**

- Active membership in good standing with the Oregon State Bar including meeting Continuing Legal Education (CLE) requirements.
- Possession of valid Oregon motor vehicle license within 30 days after appointment; and continuous possession of such license thereafter.