

City Attorney

DATE: Adopted 11/25

CLASSIFICATION:

Exempt

SALARY GROUP/GRADE:

Salary

DEPARTMENT:

Policy and Admin.

JOB DESCRIPTION:

Summary/Objective

Provide professional legal advice to the City Council and City staff and ensure professional representation for City departments and employees in civil and criminal cases. Work is performed under the general direction of the City Manager and/or City Council. The nature of the work requires City Attorney to establish and maintain effective working relationships with City Council, city employees, business and community groups, court representatives, State and Federal officials, representatives of the media and the public. Principal duties are performed in a general office environment.

DISTINGUISHING CHARACTERISTICS:

The City Attorney is under the supervision of the City Manager and/or City Council.

ESSENTIAL FUNCTIONS:

Employer may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

- Attend Council Meetings and other meetings as required; provides legal opinion during routine, special and executive sessions.
- Prepares and reviews ordinances, resolutions, policies, rules and regulations as required.
- Prepare written and oral opinions on questions of law submitted by the Mayor and City Council, City Manager and Department Heads.
- Serve as legal advisor to the Elected Officials, Boards and Commissions, Department Staff.
- Negotiate, draft and review contracts.
- Represents the City and its employees in judicial proceedings as required.
- Responsible for the management of the Legal budget.
- Prepares and presents staff reports and other necessary correspondence.
- Monitor the performance of legal work by outside counsel and assist outside counsel where appropriate.
- Review submitted materials for Council Agenda as required.
- Research, analyze, and propose new local, state, and federal legislation as requested.
- Remain current on legal practices and new developments; proactively proposed revisions to ordinances, policies, and procedures to maintain compliance.
- Develop and deliver presentations as required.
- Perform all work duties and activities in accordance with City policies, procedures, and safety practices.
- Attend work regularly at the designated place and time.
- Performance of duties mandated by City Code.

- Perform related work as required.

QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):

- Graduation from an ABA-accredited law school with a Juris Doctorate degree and admission to practice in Iowa state courts.
- Five years' experience in general legal practice with exposure to municipal or government law.
- Experience in legal practice including litigation and negotiation, real estate, commercial and contract law.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Commitment to ethics of the legal profession; complete dedication to the City's Mission, Vision and Values.

SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):

- Knowledge of modern and complex principles and practices of criminal, constitutional, municipal, and contract law.
- Knowledge of methods and techniques of legal research; courtroom procedures; principles of legal and business letter writing and report preparation.
- Knowledge of pertinent Federal, State, and local laws, codes and regulations.
- Ability to organize, interpret and apply legal principles and knowledge of legal problems.
- Ability to present statements of law and fact clearly and logically; prepare clear and concise legal position papers; conduct research on legal problems and prepare sound legal opinions.
- Ability to properly interpret and make decisions in accordance with laws, regulations and policies.
- Ability to determine the appropriate approach to use for lawsuits, and demonstration of intellectual capabilities.
- Ability to plan and supervise the work of external legal staff.
- Monitor the performance of legal work by outside counsel and assist outside counsel where appropriate.
- Strong communication and interpersonal skills to explain complex legal concepts in lay terms and must be free of political or personal bias.
- Commitment to provide the best professional opinion, not those tailored to the requestor.
- Proven ability to gain cooperation through discussion and persuasion.
- Ability to effectively communicate with others, both orally and in writing, using both technical and non-technical language.
- Ability to be a strong mediator and facilitator.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ingenuity and inventiveness in the performance of assigned tasks.

TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):

Some college and at least one year of customer service experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):

- Graduation from an ABA-accredited law school with a Juris Doctorate degree and admission to practice in Iowa state courts.

ESSENTIAL PHYSICAL ABILITIES:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively.
- Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports, and related material in both electronic and hard copy form.
- Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations.
- Sufficient personal mobility, which permits the employee to visit various workstations in the City and attend a wide variety of meetings within the City and out of the area.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time position up to 25 hours per week. Days and hours of work are varied Monday through Friday between the hours of 7:30 a.m. to 4:00 p.m.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____