

CLASS SPECIFICATION
City Attorney

FLSA Status: Exempt
Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under broad direction from the City Council, serves as chief legal officer for the City; plans, organizes and directs the activities and staff of the City Attorney's Office; directs and performs a wide range of legal services of a complex nature in representing the City and providing advice and counsel to City officials and staff; exercises City Charter authority to hire and fire deputies who serve at the pleasure of the City Attorney; represents the City in litigation and on matters of significant visibility and public impact; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The City Attorney is appointed by and serves at the will of the City Council. The incumbent carries out City Charter authority to hire and fire deputies who serve at will and manages, directs and integrates a wide range of complex, sensitive legal services, often involving issues of significant visibility and substantial consequences for the City. The City Attorney is responsible both for providing legal advice and advocacy on highly complex and sensitive issues in diverse areas of law to the Mayor, City Council, bureau managers, other City employees, boards and commissions and for ensuring that City officials and employees comply with the law and ethical standards set forth in law. The incumbent directs litigation in which the City is involved as plaintiff, defendant or other interested party and approves legally binding documents related to City interactions with private businesses, individuals and with other governments. The incumbent represents the City in relationships with the media on cases of great controversy and media interest.

Responsibilities of the City Attorney are broad in scope, require a high degree of seasoned legal and administrative discretion and are evaluated in terms of overall effectiveness. The City's governmental structure and the role of the City Attorney require sophisticated interpersonal skills and seasoned political and legal acumen to ensure sensitivity to complex political realities while remaining strictly politically neutral. Because of the high visibility of many cases, the City Attorney must be skillful in dealing with the media while protecting attorney-client privilege.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the City Attorney's Office; with supervisors and staff, develops, implements and monitors work plans to achieve office mission, goals and performance measures; directs the development of and monitors performance against the biennial

office budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and office goals, objectives and performance measures consistent with the City's quality and citizen service expectations.

2. Exercises City Charter authority to hire and fire deputies, who are not subject to civil service, and other staff; plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with staff to develop and retain a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Attends meetings of and provides advice to the City Council or its committees; represents the City in hearings before elected and administrative bodies and state and federal agencies; represents the City in negotiations to resolve issues involving litigation risk; serves as a spokesperson for the City on legal issues arising in the conduct of City business, including inquiries from legal counsel for other outside agencies, interested parties and the public.
5. Provides legal advice to the Mayor and other City executives and managers on a wide range of law and regulations, including employment, environment, real estate, right of way, construction, tort liability and public agency powers, obligations and limitations; directs or conducts research and writes or reviews opinions regarding the duties, powers, functions and obligations of the City and its departments; ensures City compliance with all applicable legal and regulatory requirements; enforces City ordinances and regulations through hearings and court proceedings.
6. Researches legal issues and statutory and case law; makes recommendations for Charter and Code changes, ordinances, resolutions or other legal documents; drafts and issues legal opinions; drafts and reviews ordinances, resolutions, contracts, leases, deeds and other legal documents and instruments; approves or directs the approval of ordinances, resolutions and contracts as to form and legality; prepares or revises ordinances or resolutions as requested by the City Council; approves for filing all bonds and insurance policies submitted to the City.
7. Directs the work of staff representing the City in civil and criminal litigation, including all phases of pretrial, trial and appellate work; performs or directs the development of legal strategy; prepares or directs the preparation of briefs, pleadings, motions and arguments; performs or directs the conduct of discovery and depositions in preparation for litigation; represents or directs representation of the City in settlement negotiations or in court; reports on the outcome of litigation in which the City has interest to the Council.

8. Ensures that City officials and employees comply with the legal and ethical requirements of City employment; takes action to resolve cases where City officials or employees did not comply, either intentionally or unintentionally.
9. Monitors and prepares comments on proposed federal and state legislation and regulation; recommends changes in City policies and practices in order to comply with legal requirements.

OTHER DUTIES

1. Determines the need for and oversees the work and work product of outside counsel.
2. Answers correspondence and public inquiries on legal matters related to City business.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil and administrative law, especially as they relate to municipal governments and state subdivisions.
2. Effective strategies, practices and techniques in the presentation of court cases; judicial procedures and rules of evidence; principles, methods and techniques of legal research and investigation; effective practices in the drafting of pleadings and other legal documents.
3. State and federal political systems and the legislative process; legislative methods, techniques and procedures of the City Council and other political subdivisions.
4. City Charter and Code provisions, ordinances, policies and City Attorney opinions.
5. Operating, financial and legal problems and trends among large municipal agencies.
6. The organization of the City, including the functions and interrelationships of its bureaus and offices.
7. Responsibilities and obligations of public officials and administrative agencies as set forth in state law.
8. State laws and court cases applicable to the conduct of public meetings, maintenance of public records and conduct of elections by municipalities and public bodies.
9. Principles and practices of public administration, including budgeting, financial planning, purchasing, contracting and maintenance of records.
10. Principles, practices and procedures of law office administration.

11. Principles and practices of effective management and supervision.
12. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and administer the activities of a municipal law office providing a wide range of legal and litigation services in diverse areas of the law.
2. Define complex legal and organizational issues, perform legal research, analyze problems, evaluate alternatives and develop sound expert conclusions and recommendations.
3. Present statements of fact, law and argument clearly, logically and persuasively in both writing and orally.
4. Represent the City clearly, logically and persuasively in meetings, hearings and courts of law.
5. Interpret and explain City, state, and federal policy, law, regulation and court decisions affecting City operations to diverse audiences.
6. Analyze, interpret and explain proposed legislation and programs in terms of impact on City Charter, Code, organization, functions, operations, policies, programs and sources of revenue; provide effective alternatives and make sound recommendations on complex legislative issues.
7. Represent the City effectively in negotiations and other dealings on behalf of the City and the City Council.
8. Exercise sound, expert independent judgment.
9. Prepare clear, concise and competent resolutions, ordinances, contracts, leases, deeds, reports, correspondence and other written materials.
10. Remain neutral on issues where there are competing political agendas.
11. Exercise a high degree of tact, discretion and diplomacy in dealing with sensitive, complex and confidential issues and situations.
12. Establish and maintain highly effective working relationships with the Mayor, City Commissioners, all levels of City management, other governmental officials, business and community leaders, outside counsel and litigants, employees, the media, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university; graduation with a juris doctor degree from an accredited law school; and at least ten years of progressively responsible experience in the practice of civil and/or criminal law; or an equivalent combination of training and experience. Management experience and experience in a governmental setting are preferred.

Licenses; Certificates; Special Requirements:

A valid certificate of membership in the Bar of the State of Oregon and admission to practice before State of Oregon and federal courts.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2001. This class is composed of positions from the following classes:

0715 CITY ATTORNEY Adopted: 11-21-78; Revised: 07-01-92

June 2009 - Change Job Class number from 7030 to 30000418, due to system change.