

City of Portland

## CLASS SPECIFICATION

### CITY ATTORNEY

[**CLASS CODE**]

[**ESTABLISHED DATE**]

#### **CLASSIFICATION SUMMARY**

Reports to the Mayor or a Commissioner. Under general policy direction, responsible for establishing the strategic direction, mission, and operations of the City Attorney's Office. Classification is exempt from Civil Service.

Responsibilities include: representing the City in court and in administrative and quasi-judicial proceedings; drafting legal documents; advising the City on policy development, program implementation, and a variety of legal subject areas; planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; budgeting and exercising fiscal control; and directing personnel and operations. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

#### **DISTINGUISHING CHARACTERISTICS**

City Attorney is a single-incumbent and the highest senior executive-level classification in the City Attorney's Office.

City Attorney is appointed by and serves at the will of City Council. Deputies of the City Attorney are appointed by and serve at the will of the City Attorney.

City Attorney is distinguished from Chief Deputy City Attorney in that the latter reports to the City Attorney and is responsible for providing legal services for the City under the direction of the City Attorney and the former is involved in issues of significant visibility and substantial consequences for the City.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Responsible for all of the legal affairs of the City; litigate for and defend the City in litigation.
2. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on City and Office programs; ensure compliance.
3. Negotiate contracts and agreements; provide legal opinions and advice, education, and training to City officials, Bureaus/Offices, and employees to ensure compliance with legal and ethical standards of public employment and reduce legal risk.
4. Work closely with the City's elected leadership in setting and carrying out the City's vision, mission, and objectives for the City and Office; responsible for long-range strategic planning, financial management, and administration of policies, procedures, programs, goals, and objectives.
5. Represent the City and Office to the public, elected officials, other agencies, other Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in meetings and committees; conduct community outreach;

provide staff assistance to City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information.

6. Prepare strategic and tactical work plans; develop and execute special projects impacting Office operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and Office plans, budgets, and policies.
7. Supervise, participate in, and approve the development and administration of the Office budget; direct the forecast of resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
8. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction established by the City Council and under general policy direction by the Mayor or a Commissioner.

Directly supervises a minimum of four (4) senior management positions. Indirectly supervises staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of principles and practices of civil and administrative law; 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; practices in the drafting of pleadings and other legal documents; City Charter and Code provisions, ordinances, policies, and City Attorney opinions; responsibilities and obligations of public officials and administrative agencies as set forth in state law; state laws and court cases applicable to municipalities.
2. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to the mission and purpose of the Office.
3. Advanced knowledge of principles of management, supervision, training, and performance evaluation, and the ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
4. Knowledge of federal, state, and municipal laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them; knowledge of the political process.
5. Ability to draft and interpret statutes, City Code, administrative regulations, contracts, and other legal documents.
6. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
7. Ability to manage functions and operations including personnel management and budget administration.
8. Ability to apply program practices to diverse and complex City services.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to analyze and make sound recommendations in complex situations.

11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. Ability to navigate sensitive political environments.

**MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** A Juris Doctorate from an accredited law school;

AND

**Experience:** Ten (10) years of increasingly responsible experience in the practice of civil and/or criminal law, including seven (7) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

Admitted to practice law as a member of the Oregon State Bar.

**Preferred Qualifications:**

Legal services management experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: