

CITY OF SHORELINE

ASSISTANT CITY ATTORNEY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY

Performs a variety of complex administrative, technical and professional work advising City officials as to legal rights and obligations., Represents the City before boards, commissions , and hearing examiners. May conduct civil jury and bench trials. Reviews, drafts and negotiates contracts. Drafts or reviews ordinances and resolutions. Assists with management of the legal department and services as City Attorney in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Attorney.

Provides leadership to support staff and interns; assists with oversight of the activities of outside legal counsel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in providing legal advice to the Mayor, City Council, City Manager, committees, commissions and staff through direct consultation and written legal opinions; may attend City Council meetings to provide legal direction and advice.
2. Assist in the preparation and review of ordinances, regulations, contracts and other legal documents; ensure compliance with local, State and Federal laws.
3. Provide assistance or lead responsibility in prosecution or defense of civil actions brought by or against the City, officials, officers and/or employees including condemnations, local improvement districts, zoning regulations and jurisdictional disputes.
4. Gather, interpret and prepare data for studies, reports and recommendations
5. Assist in coordinating outside counsel retained by the City in specialized litigation and other matters.
6. Assist in negotiating land acquisitions for the City.
7. Participate in the development and administration of the City Attorney's annual budget; assures that assigned areas of responsibility are performed within budget; assures effective and efficient use of budgeted funds.
8. Assist in negotiating and resolving sensitive and controversial issues involving other divisions, departments and outside agencies.

Marginal Function:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Duties, powers and limitations of a city government.

Operational characteristics, services and activities of a public legal office.

Local, constitutional and administrative law.

Judicial procedures and rules of evidence.

Materials and methods of legal research.
Legal precedents and court decisions affecting local government.

Ability to:

Participate in the management of a comprehensive public legal office.
Coordinate the work of lower level staff.
Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.
Draft legal documents such as ordinances, resolutions and contracts.
Present legal arguments clearly and logically in both written and oral form.
Use a wide variety of legal research methods.
Effectively represent City laws and policies with citizens, organizations and other government agencies.
Assist in administering program budgets.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Three years of increasingly responsible experience as a practicing attorney in responsible areas of the position, with experience in municipal or land use law preferred.

Training:

CLE related to responsible practice areas.

License or Certificate:

Current license to practice law in the State of Washington.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date