

# CITY OF SHORELINE

## 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.*

### **DEFINITION**

To provide legal advice and representation to the government of the City, including the City Council, City Manager, staff and commissions; to draft ordinances, resolutions, contracts and other legal documents necessary to carry out the City's business; to supervise prosecution of violations of City laws and regulations; and to direct the activities of outside legal counsel hired to provide advice and representation to the City.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

Exercises direct supervision over legal support staff and interns; supervises City prosecution services, and directs 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. Provide legal advice to the Mayor, City Council, City Manager, committees, commissions and staff through direct consultation and written legal opinions; attend City Council meetings to provide legal direction and advice.
2. Supervise the preparation and review of all ordinances, regulations, contracts and other legal documents; ensure compliance with local, State and Federal laws.
3. Prosecute and/or defend civil actions brought by or against the City, officials, officers and/or employees including condemnations, local improvement districts, zoning regulations and jurisdictional disputes.
4. Direct the prosecution activities of the City and coordinate related activities with the District Court; direct and coordinate outside counsel retained by the City in specialized litigation and other matters.
5. Assume management responsibility for assigned services and activities of the City Attorney's Office; assign priorities and set work performance standards.
6. Negotiate major land acquisitions for the City.
7. Oversee and participate in the development and administration of the City Attorney's annual budget.
8. Serve as the liaison for the City Attorney's Office with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues; serve as a member of the Leadership Team.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.

#### **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.  
Local budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Oversee and participate in the management of a comprehensive public legal office.  
Oversee, direct and 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.  
Prepare, present and conduct trials and legal appeals.  
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.  
Prepare and administer large 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.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of increasingly responsible experience as a practicing attorney, including experience working with a government agency.

**Training:**

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**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