



Salary Range: As Negotiated
FLSA: Exempt
Date: February 20, 2015

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

The City Attorney is the chief legal officer for the City, City Council and City departments. The City Attorney performs a variety of duties including but not limited to overseeing criminal prosecution of misdemeanor violations, giving legal advice to the City Council and staff; and supervising outside contract attorneys handling civil matters for the City.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to the City Council and exercises direct supervision over assistant city attorneys and clerical staff.

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

Essential Functions:

1. Supervise the City Prosecutor who is responsible for prosecution of misdemeanor cases before the Sedona Magistrate Court, initiating/responding to appeals or special actions.
2. Review all contracts, agreements and other legally binding documents to be entered into by the City; recommend necessary changes, additions, deletions, and or corrections and provide legal opinions to the City Council and City Departments concerning such documents.
3. Advise City departments and personnel concerning legal issues generally, as well as public records, employment, and other matters specifically related to the operations of the department. As requested, conduct training sessions with the City Departments regarding new laws, Open Meeting procedures, public record and conflict-of-interest issues, and other matters that concern compliance with local, state and federal laws.
4. Receive and process all claims against the City; notify the City insurer of all such claims and handle insurance coverage issues and questions.
5. Review and respond to City staff requests for civil legal advice review and respond to City Council or City Manager request for legal advice or services.
6. Provide legal advice concerning personnel matters, disputes and grievances to department heads and personnel managers.
7. Supervise and coordinate the provision of legal services to the City by outside counsel.

8. Study new legislation and case law pertinent to the City; brief City staff and officials concerning the same.
9. Review proposed ordinances and revisions to ordinances; provide legal opinions concerning the propriety, legality, and constitutionality of such ordinances or revisions.
10. Assist department heads in establishing departmental policies by applying legal principles and procedures; recommend changes in policies and procedures in order to meet legal requirements.
11. Review City Council and other committee and commission agendas to insure compliance with Open Meeting laws. Review Council agenda bills and associated documents that are included in informational packets for each meeting.
12. Advise City Clerk on legal issues and procedures relating to elections.
13. Present cases in behalf of the City before the Personnel Board in employment proceedings; conduct workshops for City staff and officials on pertinent legal issues.
14. Respond to complaints and inquiries by the media and the public concerning the City's legal procedures and position in pending legal matters.
15. Research and draft resolutions, ordinances, contracts and agreements.
16. Make all supervisory decisions regarding the City legal department, including hiring and supervision of staff members, and conducting performance evaluations.
17. Attend City Council, Planning & Zoning Commission and Board of Adjustment meetings as well as other meetings of City committees, boards and commissions.
18. Represent the City in civil appellate matters in state and federal courts.
19. Oversee the preparation of annual department budget.

QUALIFICATIONS

Knowledge of:

- Municipal, state and federal laws and case law relating to or affecting City government
- Municipal law enforcement and misdemeanor prosecutions
- Methods of legal research, established precedents and sources of pertinent legal references
- Rules of evidence and civil and criminal procedure

Ability to:

- Interpret City policies, procedures and law
- Organize, analyze, and present facts and legal precedent clearly, concisely and persuasively, orally and in writing
- Skillfully prepare and try cases and organize, interpret, and apply legal principles and precedent
- Exercise sound independent judgment in resolving legal matters concerning the City
- Exercise sound judgment in the assignment of matters to outside counsel
- Supervise and lead support staff in connection with departmental duties
- Respond to requests and inquiries from the general public
- Understand and carry out oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative work relationships with those contracted in the course of work including City staff and the general public
- Maintain mental capacity, capabilities of making sound decisions
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement

Minimum Experience and Training Guidelines

Prior experience as a city attorney or assistant city attorney or as an attorney for a political subdivision.

Experience:

Criminal:

Familiarity with general principals of criminal law.

Preferable to have experience in supervising prosecutors or prosecution departments or the equivalent thereto.

Civil & Municipal:

At least five years public practice experience, preferably in the area of municipal law and land-use law or the equivalent thereto.

Training:

Graduation from a law school accredited by the American Bar Association with a Juris Doctor, or equivalent degree and admission to the State Bar of Arizona.

License or Certificate

Member of the State Bar of Arizona and authorized to practice before all Arizona state and federal courts.

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environment

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.