



CITY OF RICHLAND
Established Date: Jan 1, 2012
Revision Date: May 14, 2013

City Attorney

Class Code:
7030

Bargaining Unit: Unaffiliated (Non-Union)

SALARY RANGE

\$3,811.20 - \$5,716.80 Biweekly
\$8,257.60 - \$12,386.40 Monthly
\$99,091.20 - \$148,636.80 Annually

GENERAL SUMMARY:

Current Job Description Under Review, Please contact Human Resources for Most Up-to-Date Version

Under the general administrative direction of the City Manager, serves as the department head for the City Attorney Department. The incumbent is responsible for planning, organizing and delivering of legal advice and services to the City by establishing goals and objectives within the policy directives set forth by the City Council and developing and implementing procedures to accomplish departmental and City-wide goals and objectives. The City Attorney acts as the legal advisor and advocate for the City, its employees and elected officials.

ESSENTIAL JOB FUNCTIONS & KNOWLEDGE, SKILLS AND ABILITIES:

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location.

- Establishes goals and objectives for the Department and City to ensure compliance with City Council policy directives and any applicable local, state or federal laws, rules and regulations.
- Plans, coordinates and evaluates the activities and services of the Department including formulating policies and procedures to ensure its effective and efficient operation, quality service to the City and compliance with all applicable federal and state laws, rules and regulations.
- Supervises the activities of administrative support staff and professional staff. Supervision includes assignment and review of projects/programs, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.
- Develops, recommends and monitors Department budget by reviewing past expenditures, determining future needs and making determinations regarding the necessary resources to accomplish department and City-wide goals and priorities.
- Prepares reports and correspondence relating to departmental activities, direction, accomplishments, funding, etc.
- Represents the Department at City Council and other committees and boards meetings to present the Department's and overall City-wide plans, accomplishments, actions, to discuss the development and implementation of programs, etc.
- Advises employees, officials of the City and City Council as to the appropriate course of action based upon existing law. Advises Police concerning appropriate charges and prosecute cases as needed.
- Represents the City in all civil litigation by investigating facts, determining applicable law, assessing likelihood of success and settling or litigating accordingly. Able to proactively assess risk and provide recommendations based on legal analyses and overall Council goals and priorities.

- Responds to public inquiries and concerns on a variety of issues to maintain positive community, customer and employee relations for the Department and the City. Work with regional partners to provide most efficient and effective legal services to the Community.
- Coordinates legal services.
- Performs other duties of a similar nature or level as required.

KNOWLEDGE, SKILLS & ABILITIES:

Identify specific and realistic knowledge, skills and abilities necessary to competently perform this job.

Knowledge of:

- Comprehensive municipal law, including torts, contracts, land use, solid waste, labor law, transportation, criminal law, constitutional law, government/administrative law and municipal finance.
- Theory, structure and practice of municipal law, particularly as it applies to the Council-Manager form of government.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff.
- Civil and criminal litigation and appellate techniques.
- Principles and practices of budget development and administration.
- Research methods and report writing techniques.
- City organization, operations, policies and objectives.
- Complex legal record-keeping techniques and requirements.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures, and apply legal and technical language.
- Plan, direct and coordinate comprehensive legal services for the City.
- Provide counsel to the City Manager, Council, staff, committees and commissions.
- Provide legal advice to guide City policies, decisions and activities.
- Represent the City at various court levels and tribunals in criminal and civil litigation.
- Draft and interpret City ordinances and resolutions.
- Negotiate real property acquisitions.
- Practice law, identifying legal opportunities to accomplish the City's objectives.
- Resolve conflicts and gain cooperation among conflicting groups.
- Design and execute effective trial and appellate strategies in complex cases.
- Develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
- Understand the City's political environment and sensitivities.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.

EDUCATION AND EXPERIENCE; LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:
EDUCATION & EXPERIENCE REQUIREMENTS:

- Juris Doctorate degree with admission to practice law in the State of Washington.
- Five (5) years of comprehensive municipal experience in criminal and civil matters, land use, transportation and general municipal law, including two (2) years of experience in a supervisory or management capacity.
- Or an equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid Washington State driver's license upon hire date.
- Current Member of the Washington State Bar Association.

COMPETENCIES:

Executive

- **Develop Effective Intra- and Inter-Departmental Relationships:** Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- **Manage Resources Effectively:** Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- **Think and Plan Strategically:** Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Managerial

- **Develop Effective Intra- and Inter-Departmental Relationships:** Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- **Manage Resources Effectively:** Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- **Think and Plan Strategically:** Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- **Foster Teamwork:** Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- **Prioritize Work and Commitments:** Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING CONDITIONS & SELECTION GUIDELINES:

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- The work environment is a standard office environment and additionally having a physical library or access to one containing statutes and case law in various jurisdictions, and may include conference rooms for larger projects.
- Will require occasional trips to other city offices and other agency offices for business purposes, which may include inclement weather conditions.
- Lighting and temperatures are typically adequate, and there are is little to no hazardous or unpleasant conditions caused by noise, dust, etc.
- The noise level in the work environment is usually quiet to moderate.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time.
- Ability to operate a motor vehicle and to visit various City and meeting sites.
- Must be able to read, write, and communicate clearly.
- Ability to lift 5-10 pounds for books and files, with the ability to occasionally lift and move 25-35 pounds (banker boxes, files, paper, etc.).
- Must have good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.
- Operate standard office equipment (copier, fax, printers, scanners, multi-line phone systems).
- Manual dexterity of hands and fingers to include, repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.