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City Attorney

Class Code: M1

Bargaining Unit: Non Union

CITY OF VANCOUVER
Revision Date: Jan 23, 2012

SALARY RANGE

$58.89 - $67.55 Hourly
$4,711.38 - $5,403.69 Biweekly
$10,208.00 - $11,708.00 Monthly
$122,496.00 - $140,496.00 Annually

DEFINITION:

To plan, direct, manage and oversee the activities and operations of the City Attorney's Office; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

To perform all of the assigned duties in accordance with the City of Vancouver's Operating Principles; to develop and maintain collaborative and respectful working relationships with team members and others; and to consistently provide quality service to the citizens of Vancouver.

FUNCTIONS:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Examples of Essential Functions:

- Perform all duties in accordance with the City of Vancouver's Operating Principles.

- Work and act as a team player in all interactions with other city employees.

- Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Vancouver with those contacted in the course of work.

- Assume full management responsibility for all City Attorney's Office services and activities including civil litigations, prosecution of City ordinance violations, advising City officials and City Council on legal issues pertaining to their proposed actions, and preparing appropriate City ordinances, resolutions and other legal documents; recommend and administer policies and procedures.

- Manage the development and implementation of City Attorney's Office goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and

procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

- Represent the City Attorney's Office to other City departments, elected officials and outside agencies; explain, justify and defend City Attorney's Office programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

- Select, train, motivate and evaluate City Attorney's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Plan, direct and coordinate, through subordinate level staff, the City Attorney's Office work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Examples of Other Functions:

- Manage and participate in the development and administration of the City Attorney's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

- Coordinate City Attorney's Office activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

- Appear before courts and administrative proceedings to represent the City's interest as required; prosecute cases related to the Municipal Code.

- Represent the City in litigation instituted against the City involving its officials, employees, staff or agents.

- Analyze and review contracts which bind or obligate the City; provide legal opinions and recommendations to ensure the City is properly and effectively represented in such matters.

- Render legal opinions to the City Council, City boards and commissions, City Manager and department staff as required; conduct on-going legal research in connection with legal issues pertaining to the City.

- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

- Perform related duties and responsibilities as required.

QUALIFICATIONS:
Knowledge of:

- Operational characteristics, services and activities of a comprehensive municipal law department.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of municipal law program development and

administration.

- Advanced principles and practices of municipal budget preparation and administration.

- Principles of supervision, training and performance evaluation.

- Principles and applications of civil, criminal and administrative law.

- Judicial procedures and rules of evidence.

- Methods of legal research; established precedents applicable to municipal activities.

- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

- Select, supervise, train and evaluate staff.

- Provide administrative and professional leadership and direction for the City Attorney's Office.

- Identify and respond to community and City Council issues, concerns and needs.

- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient legal services.

- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze, and evaluate new service delivery methods, procedures and techniques.

- Present statements of law, fact and argument clearly and logically.

- Prepare and present difficult cases in court.

- Conduct research on complex legal problems and prepare sound legal opinions.

- Prepare clear and concise administrative and financial reports.

- Interpret and apply legal principles and procedures.

- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Work effectively with others to achieve personal, team, department and Citywide goals.

- Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.

- Anticipate customer needs and give high priority to customer service and satisfaction.

- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

Experience and Training GuidelinesAny 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:Seven years of increasingly responsible professional experience in municipal or other government law including trial experience.Training:A Juris Doctorate from an accredited law school.License or Certificate:Membership in the Washington State Bar and license to practice law in the Federal courts.

BARGAINING UNIT/FLSA/HISTORY:
Unit: Non-union
FLSA: Exempt

OTHER CLASS SPEC INFORMATION: WILL BE ON CLASS SPEC PAGE, WILL NOT BE ON POSTING:
SUPERVISION RECEIVED AND EXERCISED
Receives general administrative direction from the City Manager.
Exercises direct supervision over supervisory, professional, technical and clerical staff.

WORKING CONDITIONS
Office environment.