

CITY OF BAINBRIDGE ISLAND

Job Description



Title: City Attorney	JD: 027
Department: Executive	Effective Date: December 6, 2012
Reports To: City Manager	FLSA Status: Exempt
Supervises: Paralegal	Union Status: Non-represented

SUMMARY:

Under the direction of the City Manager, the City Attorney plans, directs and coordinates comprehensive legal services for the City. The City Attorney provides counsel to the City Manager, Council, staff, committees and commissions; provides legal advice to guide City policies, decisions and activities. The City Attorney also litigates on behalf of the City and supervises and directs representation of the City at various court levels, and drafts and interprets City ordinances, resolutions, policies and contracts. The City has outside contracts for prosecution and defense services in Municipal Court. This position is a key member of the City's leadership team, and occupies a significant role in supporting the critical decision-making on the part of both the City Council and City administration.

ESSENTIAL FUNCTIONS:

Provide ongoing legal and strategic advice to the City Manager and departments of the City through direct consultation and written legal opinions. Attempts to resolve legal questions which arise during the development and implementation of City projects and programs.

Analyze legal trends in order to present alternatives to City Manager, City Council and various City departments concerning major issues facing the City.

Attend meetings of the City Council, and other meetings as necessary and provide appropriate legal advice during those meetings.

Represent the City in civil actions where the City is a party in state and federal courts and before administrative agencies. Represent the City in proceedings before local district court, superior court, appellate courts and before administrative agencies.

To the limited extent outside counsel is utilized, the City Attorney will assign and coordinate outside counsel work. The City Attorney also monitors litigation being defended by legal counsel appointed by the Washington Cities Insurance Authority.

Supervise and provide policy direction and technical advice to the City's Paralegal.

Supervise and review the preparation of ordinances, resolutions, contracts and other legal documents ensuring compliance with local, state and federal law and adequate legal protection of the City.

Participate in the City's labor relations activities including negotiation of terms and provisions to be included in the collective bargaining agreements; assist as requested in employee discipline, grievances, personnel policies and other personnel work involving legal interpretation or advice.

OTHER DUTIES AND RESPONSIBILITIES:

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

QUALIFICATIONS, SKILLS AND ABILITIES:

Graduation from a law school accredited by the American Bar Association and a minimum of five years experience in municipal law are preferred. Experience in legal office management and experience with municipally-owned utilities is preferred.

Knowledge of and skills in:

- Comprehensive municipal law, including administrative, contract, insurance, land use torts, municipal finance, public records, utility and labor relations law.
- Theory, structure and practice of municipal law, particularly as it applies to the Council/Manager form of government.
- Supervisory principles and office management.
- Resolving conflicts and gaining cooperation among conflicting groups.
- Imparting the importance of strategy in the application of law.
- Research methods and succinct writing techniques.
- City organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary, as well as public speaking techniques.
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Apply innovative and logical reasoning abilities to legal problems.
- Grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.
- Communicate complex legal ideas verbally and in writing to a variety of audiences in a clear, comprehensive and professional manner.
- Read, interpret, explain and apply legal and technical language.
- Draft and interpret City ordinances and resolutions.
- Negotiate real property acquisitions and dispositions.
- Litigate in state and federal courts and before administrative agencies.
- Articulate and persuade in verbal and written argument.
- Plan, organize and evaluate the work of others.
- Work cooperatively with the City Council, City Manager and Department Directors as a member of the Senior Management Team.
- Demonstrate punctual, regular and reliable attendance.
- 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.
- Listen effectively to verbal communication.

REQUIRED LICENSING AND CERTIFICATION:

- License to practice law in the State of Washington
- Member in good standing of the Washington State Bar Association at time of appointment
- Valid Washington State driver's license

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other off-duty events is required. Work is performed in an Executive, City Council, Court room or meeting room setting. Close and constant work with computers exposes the incumbent to normal emissions from the computer monitor. Repeated interruption of the work is typical. This position requires extensive telephone contacts, computer operations, reading and repetitive motion tasks. The incumbent will be required to work with high-stress clients and citizens to meet deadlines while handling multiple priorities. The work area can be noisy and congested at time.

PHYSICAL REQUIREMENTS:

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, must have hand-eye coordination sufficient to operate computers, do keyboarding, and operate other office equipment. The individual may be required to do repetitive arm/hand movements (i.e. keyboarding). In addition, the incumbent must have the ability to produce legible handwritten documents. The incumbent may be required to lift up to 30 pounds, if necessary.

Equal Opportunity Employer - Americans with Disabilities Act

*The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.