



City Attorney

Class Code:
6065

Bargaining Unit: Unrepresented

CITY OF BAINBRIDGE ISLAND
Revision Date: Jan 16, 2018

SALARY RANGE

\$11,624.00 - \$14,576.00 Monthly
\$139,488.00 - \$174,912.00 Annually

JOB PURPOSE/SUMMARY:

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, and 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.

About the City of Bainbridge Island

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

City Vision

A healthy Bainbridge Island, now and for future generations.

City Mission

Serve and respond with skill, trust, and care.

City Values

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS:

- Provides 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.
- Analyzes legal trends in order to present alternatives to City Manager, City Council and various City departments concerning major issues facing the City.
- Attends meetings of the City Council, and other meetings as necessary and provide appropriate legal advice during those meetings.
- Represents the City in civil actions where the City is a party in state and federal courts and before administrative agencies; represents the City in proceedings before local district court, superior court, appellate courts and before administrative agencies.
- To the limited extent outside counsel is utilized, assigns and coordinates outside counsel work; monitors litigation being defended by legal counsel appointed by the Washington Cities Insurance Authority.
- Supervises and reviews 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.
- Participates 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.
- Maintains timely and regular attendance.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

Graduation from an accredited law school with a Juris Doctorate degree and a minimum of five years of municipal law experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required. Experience in legal office management and with municipally-owned utilities is preferred.

Knowledge of:

- City organization, operations, policies and procedures.
- 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.
- Imparting the importance of strategy in the application of law.
- Research methods and succinct writing techniques.
- 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.
- Understand the City's political environment and sensitivities.
- Listen effectively to verbal communication.
- Resolving conflicts and gaining cooperation among conflicting groups.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships
- Operate a personal computer utilizing a variety of standard and specialist software.

License and Certification Requirements

- License to practice law in the State of Washington.
- Member in good standing of the Washington State Bar Association at time of appointment.
- Successful completion of a pre-employment background check is required.
- Valid Washington State driver's license is required.

ADDITIONAL INFORMATION:**Working Conditions**

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other off-duty events is required. Work is primarily performed in an office which is busy, oriented to public service and subject to regular work interruptions. Noise level is moderate. 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.

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, and 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). The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.

The City of Bainbridge Island is an equal opportunity employer. All employees and candidates for employment will be recruited, selected, trained, promoted, compensated and, if necessary, disciplined or terminated without regard to sex/gender, race, national origin, religion, creed, color, marital status, veteran status, age, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.