

CITY OF WALLA WALLA

CLASS TITLE: CITY ATTORNEY

BASIC FUNCTION:

Under the direction of the City Manager, plans, directs, and coordinates comprehensive legal services for the City; provides legal counsel to the City Manager, City Council, City staff, committees, and commissions; hires, trains, supervises and appraises the work of assigned professional and secretarial legal staff; provides legal advice to guide City policies, decisions and activities; represents the City at various court levels in civil, criminal, and administrative hearings; drafts and interprets City ordinances and resolutions; negotiates real property acquisition; participates in the City's short- and long-range planning to insure proper consideration of legal issues.

The City Attorney is appointed by the City Council, has direct reporting access to the City Council, is evaluated by both the City Manager and City Council, and reports on a day-to-day basis to the City Manager.

REPRESENTATIVE DUTIES:

Plan, direct, and coordinate comprehensive legal services for the City; attend meetings and provide counsel to City Manager, City Council, City staff, committees and commissions and represents or supervises representation of the City at civil and criminal misdemeanor matters and in administrative hearings. *E*

Hire, train, assign, supervise and appraise work of small legal staff; distribute work to assure efficient and timely work flow; review documents to assure proper legal principles and procedures are followed and that advice to customers is accurate, responsive and sensitive to political and policy considerations. *E*

Participate as member of City's management team in a collaborative, supportive, and customer-service oriented manner. Attend and participate in legal, regional, and state-wide committees and professional organizations, providing input and legal advice on various issues as appropriate. *E*

Participate in decisions related to general City policies, operations, budget preparation, fiscal management, and supervisory functions. Draft and interpret City ordinances and resolutions; provide advice, counsel, and representation to protect the City's interests. *E*

Participate in the City's short- and long-range planning to assure proper consideration of legal issues; prepare and update short- and long-range strategic plans to assure the department's contribution to the City's overall plans and strategies; negotiate real property acquisitions. *E*

Direct or participate in the drafting and review of letters, ordinances, contracts,

resolutions, policies, real estate documents and other legal documents prepared by the City to assure proper wording to limit the City's liability, to assure they carry out the City's intent, to assure they comply with applicable laws, and to protect the City's interest; draft opinion letters as required or requested. *E*

Evaluate and obtain outside counsel; assign, direct and coordinate outside counsel work to assure compliance with specifications, time lines and legal requirements. *E*

Judge and prosecute violations in municipal court and assure representation of the City in litigation, ranging from prosecuting City traffic and criminal ordinances to litigating major civil lawsuits at trial and appellate levels. *E*

Attend regular and special City Council sessions; participate in meetings and conferences with other City boards, commissions, committees, administrative officers and staff personnel; provide legal advice as required. *E*

Track legal and policy issues of importance to the City; read legal journals and utilize networks to establish contacts and sources of information relevant to the City. *E*

Review proposed and enacted State and federal legislation for impact upon the City; recommend appropriate responses where necessary to protect the City's legal interests; analyze legal trends and developments impacting the City and recommend appropriate City responses. *E*

Prepare annual and special budgets to enable the department to achieve its objectives; monitor and control budgets. *E*

Coordinate legal department functions with other City departments to assure unified progress towards City objectives. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive municipal law, including torts, contracts, land use, solid waste, labor law, transportation, criminal 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.

Principles and practices of administration, supervision and training.

Civil and criminal litigation and appellate techniques.

Budget preparation and control.

Research methods and report writing techniques.

City organization, operations, policies and objectives.

Complex legal record-keeping techniques and requirements.

Public speaking techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, direct and coordinate comprehensive legal services for the City.
Provide counsel to the City Manager, Council, staff, committees and commissions.
Hire, train, assign, supervise and evaluate the work of assigned professional and secretarial legal staff.
Provide legal advice to guide City policies, decisions and activities.
Represent the City at various court levels 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.
Communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
Read, interpret, explain and apply legal and technical language.
Negotiate contracts with outside vendors and service providers.
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.
Listen effectively to verbal communication.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: law degree with admission to practice law in the State of Washington and five years comprehensive municipal experience in criminal and civil matters, land use, transportation and general municipal law, including increasingly responsible legal management and administrative duties.

LICENSES AND OTHER REQUIREMENTS:

Member of the Washington State Bar Association; valid Washington driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to evening or variable hours.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

LABOR DESIGNATION:

Non-Represented

FLSA Designation:

Exempt (Executive)

Classification/Compensation Review, Recommendation and Approval

Reviewed/Recommended:

Recommended:

Human Resource Manager

Date

Department Director

Date

Approval:

City Manager

Date