

CITY OF OAK HARBOR JOB DESCRIPTION

Job Title: *City Attorney*
Department: *Law*
Reports To: *Mayor*
Status: *Exempt / Non-union*

Job Summary:

Perform a variety of complex, high-level professional, administrative and technical work; complete and oversee civil litigation, criminal prosecution and preparation of legal documents. Serve as legal adviser to Mayor, City Council, City Administrator and Department Directors as to the legal rights and obligations of the City. Serve as a member of the City's leadership team and participate in developing recommendations for strategic direction for the City. Supervise Law Department staff.

Essential Job Functions:

1. Participate in the City's Leadership team functions, and with the Mayor and City Administrator, develop plans and programs to enhance customer-focused community services, major projects and other initiatives.
2. Advise City Council, Mayor, City Administrator and Department Heads concerning a wide variety of legal issues including land-use law, personnel matters, code enforcement, municipal government, criminal law and policies. Also attend City Council meetings and provide ongoing resources regarding Council procedures, practices and other matters.
3. Guide the City's risk management functions and work with the Mayor, Council, City Administrator, Director of Finance and Department Heads on legal risk assessment and strategies.
4. Manage and oversee the Law Department of the City to achieve goals within the available resources; determine procedures and processes to be used in the Law Department; develop systematic approaches to legal issues; plan and organize workload and staff assignments; oversee assigned staff; review progress and direct changes as needed.
5. Keep the Law Department within budget; assure effective and efficient use of budgeted funds, personnel, materials and facilities. Determine work processes and develop standardized procedures to improve efficiency and effectiveness.
6. Direct or represent the City in all civil litigation brought on behalf of or against the City; coordinate duties of outside counsel and investigate civil matters considered for litigation.
7. Direct or represent the City in prosecution of offenses under City ordinances including determining and implementing procedures and policies such as trial practices, sentencing guidelines.
8. Direct or negotiate agreements with others for the City as authorized and prescribed by the Mayor and /or City Council.
9. Establish and maintain effective working relationship with attorneys, court personnel, supervisors, other City departments, City Council, the Mayor, City Administrator's office, Department Directors, co-workers, employees, and the general public. Respond to inquiries and resolve concerns using good judgment in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
10. Prepare and review ordinances, resolutions, contracts, pleadings, briefs and other legal documents.
11. Counsel and advise public officials on the rights and obligations of the City.
12. Provide assistance in developing strategic plans for the City.

Associated Job Functions

1. Attend various continuing legal education meetings, seminars and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Broad knowledge of and experience with municipal law.
- Knowledge of City mission, vision, strategic position, goals and policies and organizational structure.
- Skills in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization to generate desired results as efficiently as possible.
- Skills and experience in appellate advocacy.
- Skills in preparing contracts, ordinances and resolutions.
- Skills in successful negotiation leadership track record on legal, management and other matters.
- Written skills and ability to compose complex documents and the ability to research, organize and compile data into meaningful reports.
- Ability to manage the City Law Department, its employees and outside contractors to accomplish the work of the

Department and meet City goals; provide customer-focused administrative and management services, as well as systematic approaches to legal issues.

- Ability to try complex cases for a jury, a court or administrative agency.
- Ability to plan and prepare briefs, memoranda and reports.
- Strong oral communication skills and public speaking ability to effectively communicate, facilitate and negotiate complex information.
- Thorough knowledge of English, spelling, grammar, vocabulary, and punctuation.
- Ability to conduct legal research by computer and other means.
- Facilitate and advise the Mayor, Council and City Administrator on matters such as alignment of legislative and executive responsibilities.

Working Environment and Physical Demands:

Work is performed primarily indoors in a law office, Council, court or meeting room environment with frequent interruptions. Work requires hand-eye coordination and fine manipulation skills to operate computers, and the ability to hear and speak clearly in person and on the telephone to groups and individuals. Some travel is required to and from courts and other locations.

Experience, Education and Training Requirements:

- Requires a Juris Doctor degree from an accredited law school.
- Admission to practice law in the State of Washington.
- Ability to be admitted to practice in federal courts.
- Five to ten years management and professional criminal, civil, litigation and municipal experience.
- Experience must demonstrate outstanding leadership and customer-focused management with proactive, forward thinking and strategic planning skills.
- Must pass background and credit check, and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Established: 9/03

Revised: NWM/HR1/04, 6/04, Law/HR 11/07, HR 03/12

FLSA: Exempt

Salary: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.