



# City Attorney

Class Code:  
CA

Bargaining Unit: Non-Represented

CITY OF SEATAC  
Established Date: Mar 1, 1995  
Revision Date: May 15, 2017

## **SALARY RANGE**

\$10,449.00 - \$13,375.00 Monthly

### **BASIC FUNCTION:**

Serve as a key member of the City administration's Leadership Team and required to serve in the capacity of Acting City Manager in the City Manager's absence. Under the direction of the City Council, City Manager, 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 legal staff and paralegal staff; provide legal advice to guide City policies, decisions and activities; represent the City and supervise and direct representation of the City at various court levels and tribunals in criminal and civil litigation and in administrative hearings; draft and interpret City ordinances, resolutions, policies and contracts; approves all ordinances, resolutions and contracts as to form.

### **REPRESENTATIVE DUTIES:**

1. Plan, direct and coordinate comprehensive legal services for the City; attend City Council and other meetings and provide counsel to the City Manager, Council, staff, committees and commissions; represent or supervise representation of the City in civil litigation, criminal misdemeanor matters and in administrative hearings. **E**
2. Hire, train, assign, supervise and evaluate the work of professional legal and paralegal staff; distribute work to assure proper and efficient work flow; review documents prepared by legal staff to assure proper legal principles and procedures are followed and to assure that legal advice to City clients is accurate, responsive, and sensitive to political and policy considerations; direct City prosecution activities and Domestic Violence Victim Advocate program. **E**
3. Attend and participate in County, regional and State-wide legal task forces, committees, associations and organization on a variety of issues. **E**
4. Participate in decisions related to general City policies and operations; provide legal advice to guide City policies, decisions and activities; draft and interpret City ordinances and resolutions; provide advice, counsel and representation to protect the City's interests. **E**
5. Participate in the City's short- and long-range planning to assure proper consideration of legal issues; identify optional positions for the City on legal matters; negotiate large real property acquisitions. **E**
6. 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. **E**

7. Participate with other departments to refine and develop provisions of the Uniform Building Code and related codes. **E**

8. Reviews and searches Federal, State and local laws, ordinances and court decisions, prepares interpretations and legal opinions for City departments, governing boards, or commissions. **E**

9. Direct or participate in the drafting and review of letters, ordinances, contracts, resolutions, policies, real estate documents and other legal documents enacted by the City to assure proper wording, limit the City's liability, assure they carry out the City's intent and to assure compliance with applicable laws, and protect the City's interest; draft opinion letters as required or requested. **E**

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

11. Coordinate with Human Resources and risk management personnel to provide legal guidance and risk assessment of claims and potential claims. **E**

12. Oversees criminal prosecution of all misdemeanor crimes filed in the municipal court, including any appeals; represent or direct representation of the City in civil litigation at trial and appellate levels in State and Federal courts. **E**

13. 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**

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

15. 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 of actions. **E**

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

17. Coordinate Department functions with other City departments to assure unified progress towards City objectives. **E**

18. Responds to inquiries from citizens and the media on matters concerning legal matters of the City. **E**

19. Serves as a member of the leadership team. **E**

**20. Department Heads serve in the capacity of Acting City Manager in the City Manager's absence. E**

21. Perform related duties as assigned.

**E** denotes an essential function of the job

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

- Municipal law, including torts, contracts, land use, solid waste, labor law, transportation, criminal law, constitutional law, government/administrative law and municipal finance, other applicable State and Federal laws.
- 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.

**SKILL IN:**

- Applying principles and practices of effective management, supervision and training.
- Effectively presenting information to top management, public groups and/or City Council.
- Preparation of briefs and other legal documents.
- Case preparation, investigation and litigation techniques.
- Working with elected officials and appointed boards and commissions.
- 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 legal staff and paralegal staff.
- Provide legal advice to guide City policies, decisions and activities.
- Represent the City at various court levels and tribunals 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 and administer 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.
- Understand the City's political environment and sensitivities.
- Listen effectively to verbal communication.

**REQUIRED EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: law degree with admission to practice law in the State of Washington and eight (8) 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 State driver's license. A three year driving record abstract must be submitted prior to hire.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, subject to court appearances and driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Sitting for extended periods of time; seeing to read case materials and legal statutes; hearing and speaking to exchange information and make presentations.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.