



# Assistant City Attorney

## General Information

<b>Classification Code:</b>	Associate Program Manager
<b>Effective Date:</b>	May 9, 2022
<b>Pay Grade:</b>	C44-C45
<b>FLSA Status:</b>	Exempt

## Position Summary

Under the direction of the City Attorney, provides professional legal services to the City Council, City Manager, City departments, and City committees and commissions. Provides legal advice on a variety of subjects including public meeting and hearing procedures, contracts, changes in laws, code changes, public records requests, media inquiries, risk assessments and other complex legal issues. Represents the City in legal actions and proceedings at various courts, litigation, administrative hearings, negotiations and other proceedings. Researches, prepares, creates, and reviews legal documents and opinions. Performs other related duties and functions.

## Classification Characteristics

Associate Program Managers make process decisions and decide how to best achieve the objectives, standards or guidelines established by higher level management. The Associate Program Manager is a professional level classification responsible for managing a technical or administrative program area, including the development of medium and long term development, public improvement or strategic plans consistent with the goals and priorities established at higher levels. Associate Program Managers are differentiated from Manager/Program Managers in that the higher level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

**Journey Level** – Positions at this level apply fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied and may be somewhat difficult in nature related to assigned area of responsibility; moderate levels of evaluation, originality or ingenuity is required.

**Advanced Level** – Positions at this level are distinguished from the journey by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to this series including providing lead supervision and training to lower level legal staff. Employees at this level are required to be fully trained in all procedures and function with a high degree of independence. Possesses and applies a broad knowledge of principles, practices and procedures of a particular field or multiple fields to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Prepares legal opinions, drafts ordinances, resolutions, contracts, deeds, leases, and other legal documents, determining priorities and timelines for the resolution of numerous competing legal issues. Develops creative solutions to legal issues and problems to satisfy departments and differing policy objectives.
- 2 Attends City Council, Planning Commission, boards and commission, public hearings and other meetings or work sessions as required. Performs highly complex legal research and prepares written and oral opinions on various legal issues for the City Council, City departments and various boards and commissions.

<b>Essential Duties</b>	
3	Performs legal research, drafts memos, and provides legal opinions regarding all facets of municipal law, including, but not limited to, contracting, finance, zoning and land use, permitting, public works, public records, risk management, human resources, real estate, code, policies, inter-local agreements involving City operations; assures documents reflect the City's intent and interests, limit the City's liability, and comply with applicable laws, policies and programs.
4	Monitors changes in state and federal regulations, standards, and legislation governing municipalities; assists City departments to develop revised policies to meet compliance requirements for new legislation.
5	Reviews documents and provides legal opinions and advice; makes appropriate decisions based on knowledge of state and federal laws, City policies, and legal standards; assures the legality of City operations.
6	Conducts legal research concerning complex problems or projects and prepares reports, memoranda and draft opinions containing proposed or recommended courses of action or solutions. Responds to and resolves sensitive and complex inquiries and complaints.
7	Represents and defends the City in legal actions and administrative proceedings; conducts or oversees investigations; drafts and finalizes court pleadings and briefs; negotiates settlements; makes presentations. Negotiates contracts and agreements with public and private entities as directed by the City Council and City Manager.
8	May provide in-house preventative education and training seminars to City Council and employees in relevant legal areas.
9	Serves as Acting City Attorney in the absence of the City Attorney as assigned and directed by the City Attorney.
10	May supervise or provide lead to lower-level support staff.
11	Performs other duties of a similar nature or level.

<b>Functional Specific Responsibilities</b>
N/A

<b>Qualifications</b>
<p><b>Minimum Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Doctor of Jurisprudence degree from an accredited school of law and 3-5 years increasingly responsible experience in a field related to area of assignment; and 5 or more years of management experience. Any combination of education and experience which provides the required knowledge, skills, and abilities is qualifying.</li> <li>• Experience in a municipal or governmental law environment preferred.</li> <li>• Must be able to pass a background check.</li> </ul>
<p><b>Licensing/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Member in good standing of the Oregon State Bar Association and licensed to practice law in the State of Oregon.</li> <li>• Must be able to obtain and maintain Criminal Justice Information Services (CJIS) certification within 30 days of hire.</li> </ul>

## Qualifications

### Technology Skills:

- Accounting software — Fund accounting software
- Database user interface and query software
- Document management software — Microsoft Office, SharePoint, OneDrive, Worldox
- Electronic mail software — Microsoft Office
- Information retrieval or legal research software — Westlaw
- Internet browser software — Web browser software
- Office suite software — Microsoft Office
- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

### Knowledge Required:

- Law and Government — Knowledge of duties, powers and limitations of city governments, local, state and federal constitutional and administrative law relative to municipal law and legal precedents and court decisions affecting local governments.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Legal Research- knowledge of materials and methods of legal research.
- Legal Procedure- knowledge of judicial and administrative procedures, rules of evidence and appeal procedures.

### Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking — Talking to others to convey information effectively.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion and Advocacy — Persuading others to change their minds or behavior and advocating for the City's interests.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Time Management — Managing one's own time and the time of others.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Coordination — Adjusting actions in relation to others' actions.
- Instructing — Teaching others how to do something.
- Service Orientation — Actively looking for ways to help people.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.



Physical Requirements										
Twisting	X					Outdoors	X			
Crawling	X					Dust		X		
Squatting/Crouching		X				Fumes/Odors/Gasses	X			
Balancing	X					Chemical Agents	X			
Reach – Overhead	X					Biological Agents	X			
Reach – Forward		X				Noise – Low	X			
Reach – Backward	X					Noise – Moderate		X		
Climbing – stairs	X					Noise – High		X		
Climbing - ladder	X					Low Light	X			
<b>USE OF HANDS</b>						Heat		X		
Grasping – whole hand		X				Cold		X		
Grasping – pinch grip			X			Restricted workspace	X			
Fine manipulation/feeling			X			Vibration – whole body	X			
Keyboarding				X		Vibration - extremity	X			
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>				
0-10 lbs.			X			Driving – vehicle/equipment		X		
11-20 lbs.		X				Operate foot controls				
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking			X	
76-100 lbs.	X					Hearing			X	
						Extended work hours		X		

**Classification History**

Created 2018.08  
 2022.05 Revisions and reformatting by HR

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_