



City of Klamath Falls

Position Description

Position: City Attorney	Group: Non-Represented
Department: City Administration	FLSA: Exempt
Evaluated by: City Council	Salary Grade: 133

Summary

Serves as independent, principal legal counsel for the City. Provides such services for City Council, City boards and committees, City Manager, department directors, staff and other as the need arises. The position encounters a wide diversity of work situations involving a high degree of complexity due to a broad range of legal issues. Serves as part of the City’s executive team and works closely with the City Manager and department heads in crafting strategies and implementing the vision of the City Council. Manages the City Recorder and Human Resources Division.

Distinguishing Career Features

The City Attorney independently performs a wide variety of complex work in broad support of City goals and objectives.

Essential Duties and Responsibilities

- Advises and directs City Manager and department heads to negotiate agreements with outside parties and other government entities.
- Manages the City Recorder and Human Resources Division.
- Directs Human Resource investigations.
- Coordinates with Human Resource Division for discipline decisions.
- Reviews and comments on pending and enacted legislation; assists implementing federal and state laws with affected departments.
- Provides training and updates in areas of government ethics, public meetings and records, and public contracting.
- Serves as City’s Ethics Officer
- Serves as City’s ADA Compliance Officer.
- Reviews or prepares responses to public records inquiries as needed.
- Employs modern methods to perform legal research in all areas affecting City operations.

- Represents the City in criminal litigation in Municipal Court.
- Represents the City in civil litigation, proceedings before state and federal agencies, labor arbitration hearings, CBA negotiations, joint labor meetings, appeals from the Municipal Court to a higher court, and on other items as needed.
- Relates legal knowledge to solve complex municipal questions related to a number of factors, legal and otherwise.
- Reviews and ensures City procedures and policies are up to date.
- Reviews employment contracts for City Manager and Directors.
- Establishes and maintains effective working relationships with others, including elected officials, court officials, other employees, and the general public.
- Prepares reviews and provides recommendations related to ordinances, resolutions, contracts, deeds, subdivision plats, and other legal documents.
- Attends and is engaged in meetings of City Council, and other staff, board, and commission meetings.
- Evaluates and monitors staff performance.
- May be required to provide leadership in emergency situations.
- Upholds the values of the organization and has strong customer service orientation.
- Must have the ability to handle job stress and interact effectively with others in the workplace.
- Must be honest and truthful in all tasks and responsibilities.
- Performs other related projects and duties as assigned.

Qualifications

- **Knowledge and Skills**

Knowledge of municipal, land use, criminal, administrative, real estate, labor and employment law, public contracting, public meetings and records, judicial procedures, rules of evidence, human resources, methods of legal research; interpreting and applying legal principles etc.

- **Abilities**

Ability to: interact effectively with the City Council, City Manager, department directors, other City employees and the public; analyze complex administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; properly interpret and make decisions in accordance with applicable laws, regulations, and policies; and prepare complete and accurate reports.

- **Physical Abilities**

Requires sufficient hand-eye-arm coordination to use a keyboard, plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person, one-on-one, and in small groups.

- **Education and Experience**

Graduation from an accredited college or university with a Bachelor's Degree or better.
Graduation from an accredited law school with a Juris Doctorate Degree.

10 years of legal experience with a minimum of 5 years of experience in a municipal or governmental law environment preferred, including leadership and management experience to perform the job effectively

- **Licenses and Certificates**

Member of Oregon State Bar, in good standing and licensed to practice law in the State of Oregon.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

- **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are performed in a well-lighted, temperature-controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.