



City of Klamath Falls, Oregon
Job Description

CITY ATTORNEY

DEPARTMENT/DIVISION: Administration/Legal

GRADE: DIR

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: May 2018

POSITION SUMMARY

Serve as legal counsel for the City. Independently and with minimal supervision responsible for providing legal services to the City Council, City boards and committees, City Manager, department directors, and other City staff. 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.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Provides legal counsel and serve as advisor to elected officials, City Manager, and staff.
- Prepare and oversee reports for action and information for the Mayor and City Council, City Manager, staff, and City boards and committees.
- Draft, review, and interpret City ordinances and codes on behalf of the Mayor, City Council, City Manager, and City boards and committees. Draft agreements, review and negotiate contracts and other legal documents. Ensure compliance with federal, state, and local law.
- Act as primary internal legal support for employment issues, labor negotiations and all facets of labor law.
- Attend and participate in recurring and specialized meetings and work sessions including City Council meetings, Planning

Commission meetings, Council work sessions, and internal staff meetings, as necessary to assist in development of legislative and administrative policies.

- Act as City prosecutor for traffic, City Code, parking, and other violations and offenses cited into Municipal Court.
- Confer with colleagues with specialty areas of legal expertise to establish and verify basis for legal proceedings; assist with cases handled by outside counsel.
- Maintain cooperative working relationships with City staff, external organizations and the public.
- Assigns, supervises and evaluates work of assigned employees.
- Renders legal opinions on questions submitted by City officials.
- Oversees preparation of and reviews agenda reports, orders, ordinances and resolutions for Council.
- Attends Council, City board and committee meetings, and other City meetings to provide legal advice.
- Manages the notice of tort claims, bankruptcy claims and probate claims for the City.
- Exhibits leadership to staff and fellow employees; establishes and maintains effective working relationships with staff, contractors, other agencies, public officials and the public.
- Provides direction and sets standards for excellence in internal and external customer service. Promotes professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer, whether internal or external.
- All other duties as assigned.

QUALIFICATION REQUIREMENTS

Education and Experience:

Juris Doctor (J.D.) degree from accredited law school and five (5) years increasingly responsible experience practicing law. Experience in local government law is desired.

Minimum of five (5) years in the practice of law, with emphasis and experience in one or more specialty areas, such as: employment law, land use, prosecution, public contracts, public meetings and records, first amendment, or an equivalent combination

of training and experience which demonstrates the knowledge, skills and abilities to perform this position.

Special Requirements/Licenses:

Must be admitted to and in good standing with the Oregon State Bar or able to be admitted in Oregon. Valid driver's license with acceptable driving record.

Desirable Requirements:

Local government experience as in-house legal counsel in Oregon is preferred.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

Municipal law, federal, state and local statutes, and municipal organization and procedure. Public purchasing and contracting laws and regulations. Strategic planning methods with an emphasis on services related to municipal law. Laws and regulations governing municipalities and municipal activities such as land use regulation, public works capital construction, risk management, and labor relations.

Skill in:

Working effectively with elected and appointed officials, city staff, and members of the public; communicating clearly and concisely both orally and in writing; being a leader who demonstrates uncompromising integrity, and promotes an ethical, fair, and positive work environment.

Ability to:

Read, analyze, and interpret complex documents; respond effectively to the most sensitive inquiries or complaints; understand and interpret the City's Charter, Code, ordinances and resolutions; define problems, collect data, establish facts, and draw valid conclusions; communicate effectively with diverse groups. Ability to make presentations and develop reports; ability to make persuasive legal presentation and argument. Ability to achieve consensus. Strong aptitude for utilizing technology, including word processing, spreadsheets, and other software applications as required for the position.

SUPERVISION RECEIVED

Works under general direction of City Council, with input and guidance from the City Manager.

SUPERVISORY RESPONSIBILITIES

This may be a supervisory position depending upon assignment.

PRE-EMPLOYMENT

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

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to stand, and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

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-lit, temperature-controlled office environment. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer (EOE). 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 accommodation with the employer.