



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls, Oregon
Job Description

CITY ATTORNEY

DEPARTMENT/DIVISION: Administration/Legal

GRADE: DIR

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

This job is a key leadership position on the City Management team. The following leadership qualities must be evident for success: independent strategic thinker with good judgment, articulate written and oral communication skills, analytical problem solving, and professional demeanor. Under the general direction of Council, the City Attorney is responsible for all legal services for City Administration, Klamath Falls Council, Planning Commission, and other City Boards and Commissions. This position is also responsible for all uninsured litigation including condemnation and providing advice and counsel on labor and employment legal matters. Duties also include providing advice to the City Council, Mayor, City Manager, department directors and other City officials; identifying legal issues and conducting complex legal research; preparation of complex legal opinion and documents; independently reviewing and interpreting legal instruments, reports and documents prepared by City departments; representing the City, its officers and employees in court actions, administrative proceedings and negotiations; conducting independent investigations and legal research; writing court pleadings and briefs; informing City officials and staff about changes in substantive law and procedures; and reviewing and interpreting collective bargaining agreements and representing the City in union grievances including binding arbitration as a last step process, and in unfair labor practices proceedings.

Performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Provides legal counsel to City officials and represents the City in litigation and administrative proceedings.

Plans, organizes and directs the work of the City Attorney's office and Municipal Court staff, including supervision of 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, Planning Commission, and other City meetings to give legal advice.

Represents the City in civil litigation in all courts (except where counsel is provided by insurance company).

Represents the City in administrative proceedings before the Employment Relations Board and other state agencies.

Prepares contracts, deeds, and other legal documents.

Performs all the duties imposed by law on the City Attorney.

Participates in Bargaining Unit Contract Negotiations for AFSCME and Teamsters.

Municipal prosecution of all traffic, City Code, and parking tickets cited into municipal court. Excludes felonies and juvenile court matters.

Manages the notice of tort claims, bankruptcy claims and probate claims for the City.

Oversees and review bid packages, proposals, and solicitation for public contracting, as well as the contracts.

Manages and reviews the work produced by outside attorneys and legal consultants hired by the City for special projects.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or experience:

Graduation from accredited law school and extensive and three (3) years increasingly responsible experience in local government law; admission to Oregon State Bar.

KNOWLEDGE, SKILLS and ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Municipal law, state and local statutes, and municipal organization and procedure.

Skill in:

Leadership of groups both external and internal. Working effectively with elected and appointed officials, to analyze matters, to plan and to express oneself clearly and concisely orally and in writing; writing speeches and articles using original or innovative techniques or style; making effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and other organizations and individuals at the local, state and federal level;

Ability to:

Read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; understand and interpret the City's budget information and the finances of the various aspects of City business; define problems, collect data, establish facts, and draw valid conclusions;

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. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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 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, 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.

