

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **City Attorney**

BAND	SALARY GRADE	
UNCLASSIFIED	CONTRACT	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
ATTORNEY	MAYOR & COUNCIL	Exempt
REVISION DATE: July 2005		

FUNCTION

Performs professional legal work in the practice of municipal law. To plan, direct, and participate in the provisions of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to perform administrative work in directing the legal activities of the City.

SUPERVISION RECEIVED

Work is performed independently and in accordance with general instructions and direction of the Mayor and Common Council.

SUPERVISION EXERCISED

Supervises the duties of the Assistant City Attorney, Prosecutor and other employees within the department.

EXAMPLES OF WORK PERFORMED

Coordinate department activities with those of other departments and outside agencies and organizations; advises and provides legal assistance to the City Manager, Mayor and Council, and Staff.

Prosecute criminal cases on behalf of the City before the Municipal Court; appeals in Superior Court.

Prepare and represents City in civil cases for trial; investigate claims and complaints by or against the City; try cases before City, County, State and Federal courts.

Drafts or reviews proposed ordinances, resolutions, contracts, deeds, leases and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the City.

Attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal issues and questions; prepare legal opinions for City officials, departments, boards, commissions, and the City Council.

Coordinate activities with legal specialist engaged by the City of the preparation and trial of unusually complex cases in which the City may be involved.

Provides guidance to and reviews the work of the Assistant City Attorneys and Prosecutors.

Answer communication from the public relating to legal matters affecting the City; advise taxpayers on municipal codes and ordinances.

Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures.

Direct, oversee, and participate in the development of the department=s work plan; assign work activities, projects and programs; monitors work flow; review and evaluate work products, methods, and procedures.

Select, train, motivate, and evaluate personnel; provide or coordinate staff training.

Supervise and participate in the development and administration of the department budget.

Supervise the maintenance of proper records and reference facilities for the department.

WORK CONTACTS

Regular and frequent contact with city departments and officers of the court at all levels when providing legal services.

Contacts may cover material that is confidential, sensitive or controversial, and therefore requires the exercise of considerable tact and discretion.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited college of law, supplemented by six years experience in the field of municipal law or equivalent.

Necessary Knowledge, Skills and Abilities:

- (A) Excellent writing and research skills; professional skills and abilities in the practice of law.
- (B) Ability to establish and maintain effective working relationships with the public, the City Council, City Manager, and the City Staff.
- (C) Considerable knowledge in leadership and management practices; expertise in team building methods.

SPECIAL REQUIREMENTS

Must be a member of the Arizona Bar Association; valid State driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

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 individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Normal office environment in an office shared with three support staff and two other attorneys. Duties may require, from time-to-time, long hours and attention to detail, as well as considerable tact and discretion in stressful situations. May require out of town travel.

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 individuals to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

