

CITY ATTORNEY

POSITION SUMMARY: Serves as the chief legal advisor to the City and is responsible for providing legal services to the City Council, city manager, all departments, and City boards and commissions. The city attorney represents the City in all legal proceedings except in specialty areas such as labor and bonding, as directed by the City Council and city manager. The city attorney represents renders legal opinions, prepares contracts, ordinances, resolutions, leases, and other documents and assists in drafting proposed legislation on matters of interest to the City. The city attorney defends the City in cases filed in all courts and assists with managing the hiring and work of outside attorneys retained to provide legal services to the City. This is a department head position which will partner with members of the City's leadership team.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Advises and offers guidance to the Mayor, City Council, and City Manager regarding legal matters affecting the City. Attends various board, commission, and City Council meetings to advise on general and complex legal issues and questions.
2. Answers communications from the public relative to legal matters affecting the City. Completes and supervises the investigation and handling of claims and complaints for potential litigation in a variety of areas such as planning, zoning, inspections, civil, elections, assessing, tax, purchasing and sale of property, and liability.
3. Provides interpretation of municipal codes and ordinances.
4. Assists City departments with legal needs such as interpretation of ordinances, drafting and review of contracts, legal advice, and communication with contractors.
5. Prepares legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts.
6. Prepares cases for arbitration, mediation, and court. Tries court cases. Uses demonstrative evidence in preparing and presenting legal cases.
7. Observes data and conditions affecting the City's legal interests to determine compliance with the law.
8. Interprets legislation and prepares proposed legislation for the state legislature on matters of interest to the City. Instructs others in legal matters.
9. Oversees prosecution services and cases that have been assigned to outside legal representation as directed by the City Council or city manager. Provides updates to the City Council and city manager.
10. Oversees the law department personnel and budget.
11. Works cooperatively with the Michigan Municipal Risk Management Association.

City Attorney

12. Confers with relevant directors and department heads on matters that may require their respective department's expertise and involvement.
13. Keeps abreast of regulatory developments, new administrative techniques and current issues through continued education and professional growth. Maintains cooperative relationships with peer agencies, schools, boards, commissions, volunteers, citizens and other governmental units. Attends conferences, workshops and seminars as appropriate.
14. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Graduation from a school of law accredited by the American Bar Association with a Juris Doctor degree.
- B. A minimum of ten years of experience in the practice of law, including three years of experience representing a public entity.
- C. Active membership in and in good standing with the Michigan Bar Association.
- D. Skilled in legal research and ability to organize, interpret, and apply legal principles and knowledge to complex legal issues.
- E. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- F. Proven ability to think strategically, communicate effectively and maintain favorable public relations in routine and emergency situations and under stressful conditions.
- G. Demonstrated ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- H. Demonstrated ability to persuade others and analyze complex information.
- I. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, vendors, volunteers, other organizations and the public.
- J. Extensive knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to municipal work. Extensive knowledge of local government and applicable federal, state and local laws, codes and ordinances.
- K. Knowledge of functions of City departments and legal issues that apply to and affect each department.
- L. Proven ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.

City Attorney

- M. Ability to attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.
- N. Ability to attend Council, board, commission, and department meetings as necessary.
- O. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

May 2018