

## **CITY OF PORT ANGELES JOB DESCRIPTION**

### **City Manager's Office**

#### **CITY ATTORNEY**

**NATURE OF WORK:** Under the administrative direction of the City Manager, the City Attorney represents and advises the City Council, City Manager, department heads, boards and commissions, and other City employees on legal matters pertaining to municipal government, civil litigation, and misdemeanor prosecution. This position must have a good working knowledge of a variety of legal subjects including land use and environment, public utilities, water rights, employment, labor, contracts, property, tort liability, and general municipal law.

#### **ESSENTIAL JOB FUNCTIONS**

(Essential job functions are those functions that the individual holding the position must be able to perform unaided or with the assistance of reasonable accommodation.) The following duties are not inclusive of all duties and the incumbent performs other related duties as required

1. Attends various meetings as needed, including City Council meetings, Utility Advisory Committee meetings, Planning Commission meetings, and meetings of other City boards and committees.
2. Provides legal opinions and advice on a variety of municipal services and functions.
3. Prepares or reviews ordinances, resolutions, contracts and other legal documents for the City.
4. Represents and advises the City Council, City Manager, department heads and employees in legal matters pertaining to municipal activities and functions of their offices or positions.
5. Represents the City in district, superior and appeals courts and in other legal proceedings in which the City is involved.
6. Supervises subordinate professional, technical and clerical staff.
7. Prepares the operating budget for the City Attorney's Office.
8. Provides management oversight for misdemeanor prosecutions.

**NON-ESSENTIAL JOB FUNCTIONS:** None

**PHYSICAL REQUIREMENTS:** Requires sitting at a desk for extended period of time, using a PC work station for extended hours, and lifting up to 25 pounds on occasion.

#### **PREFERRED QUALIFICATIONS:**

Education: Graduation from accredited four-year college and accredited law school, admission to practice law in the State of Washington, and membership in the Washington State Bar Association.

Experience: Five (5) years combined experience as a city attorney, assistant city attorney, deputy prosecuting attorney and/or other law practice, of which at least two years is in municipal law.

Possession of a valid Washington State driver's license at the time of appointment or the ability to obtain one within thirty (30) days and a driving record acceptable to the City's Risk Manager.

## KNOWLEDGE, ABILITIES, AND SKILLS:

1. Knowledge of legal principles and practices applicable to municipal government.
2. Knowledge of municipal law, contract law, constitutional law, labor law, employment law, land use and environmental law, property law, tort law, and other types of law pertinent to local government.
3. Knowledge of civil procedure and misdemeanor prosecution.
4. Knowledge of effective and efficient methods of legal research.
5. Ability to present written and oral legal argument clearly, concisely and logically.
6. Knowledge of City rules, regulations and policies.
7. Knowledge of state and federal laws, rules, court decisions and regulations concerning all aspects of municipal activities, including employment, land use, environmental, water rights, public utilities, and related issues.
8. Ability to analyze and apply legal principles and precedents to local governmental problems.
9. Ability to draft rules, regulations, ordinances, resolutions, and other legislative measures.
10. Ability to prepare necessary pleadings and try cases in an effective and efficient manner.
11. Ability to establish effective working relationships with City officials and employees and the general public.
12. Ability to read, write, and speak the English language at a level necessary for efficient job performance.

## APPROVAL SIGNATURES:

Human Resources Manager \_\_\_\_\_  
City Manager \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

Department: City Attorney's Office  
Non-union  
Effective date: 07/87  
Amended dates: 09/95  
12/03