

DATE: February 11, 2016

## JOB DESCRIPTION & FACTOR EVALUATION CHART

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this classification. It is not intended as a complete list of the specific duties and responsibilities that may be inherent in this job. The principle duties and responsibilities enumerated are all essential job functions except for supplemental duties and responsibilities. Supplemental duties and responsibilities are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this description as it deems, in its judgment, to be proper.

OCC. CODE NO. 110.117-010 GOE: 11.04.02 ST: S GED: R6 M4 L6 SVP: 8 DLU: 77

Title: City Attorney Department: City Attorney's Office FLSA Status: Exempt

### **General Summary:**

This is a professional position that requires a Bachelor of Laws or Juris Doctor degree from an ABA-accredited law school, a certificate of admission to the bar from the Supreme Court of Wisconsin, and a membership in good standing in the State Bar of Wisconsin. The position's duties are prescribed by statute and are subject to the Supreme Court Rules of Professional Conduct. The City Attorney conducts all of the legal business of the city, and provides general legal counsel to the Common Council, city officials, department heads, and the various city boards and commissions.

### **Reporting Relationships:**

The City Attorney works with independent professional discretion, and maintains an attorney-client relationship with the city and its officials. Policy direction is received from the Mayor, City Administrator and City Council. Performance is reviewed by observation of results achieved.

### **Specific Accountabilities:**

The City Attorney performs the following duties:

1. Law enforcement, by prosecuting municipal ordinance violations in municipal court and by assisting the police department and all other city departments that have the authority to issue citations.
2. Litigation of all lawsuits involving the city, and managing outside counsel when it is necessary to hire outside counsel.
3. Ensuring that the acts of the Common Council, city administration, and all city departments are in compliance with law.
4. Negotiation and drafting of contracts, including construction, purchase, software, service, and labor contracts.

5. Drafting new and amended ordinances.
6. Acting as general legal counsel to the Common Council, administration, departments, committees, boards and commissions, researching issues and drafting legal opinions.
7. Conducting administrative proceedings.
8. Conducting eminent domain proceedings, and the acquisition and sale of real estate.
9. Acting as parliamentarian for the Common Council.
10. Overseeing open records requests and compliance, and ensuring compliance with the open-meetings law.
11. Supervising four assistant city attorneys and support staff.
12. Overseeing work flow through the legal department, ensuring timely responses to work requests, and ensuring that procedural deadlines are met.
13. Managing legal department staffing and budget.
14. Keeping the Common Council, city administration and city departments informed of changes to relevant laws, and ensuring good communication between the City Attorney's office and all other city departments.
15. Communicating with the public and the press concerning city legal matters.
16. Evaluating claims made against the city and recommending their disposition to the Common Council.
17. Performing other related duties as required.

**Required Education, Qualifications, Skills and Abilities:**

1. Bachelor of Laws or Juris Doctor degree from an ABA-accredited law school.
2. Certificate of Admission to the bar from the Supreme Court of Wisconsin.
3. Membership in good standing with the State Bar of Wisconsin.
4. Minimum of eight years of experience practicing law, including some municipal law, with no revocations or suspensions of license.
5. Minimum of two years of experience working at a supervisory or managerial level in a government or corporate environment.
6. Excellent legal research, writing, and communications skills.
7. Excellent critical thinking and analysis skills.
8. Independence and an ability to oppose others tactfully and persuasively.
9. Significant experience in both litigation and transactional work.
10. Good ability to work well with others and communicate ideas effectively.

11. Good management skills and experience in supervising a legal office.
12. Good understanding of constitutional law and the structure of government.
13. Willingness to work long hours and attend frequent evening meetings.
14. Strong sense of ethics.