

POSITION DESCRIPTION

CLASS TITLE: City Attorney

DEPARTMENT: Law

DATE: October 1, 2003

SUMMARY:

Under general direction acts as legal advisor to and counsel the Mayor, Board of Commissioners and City departments; provides legal advice to guide City policies, decisions and activities; drafts and interprets City ordinances and resolutions; negotiates real property acquisition; participates in the City's short- and long-range planning to insure proper consideration of legal issues.

GENERAL PURPOSE:

Perform a variety of tasks that require the application of specialized knowledge and understand of technical and legal terms and procedures involved in the preparation and processing of a wide variety of legal documents.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor and Board of Commissioners

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are considered essential for this job classification:

- 1) Plan, direct and coordinate comprehensive legal services for the City; attend meetings and provide counsel to Mayor and Board of Commissioners and City departments; represents or supervises representation of the City at civil and criminal misdemeanor matters and in administrative hearings.
- 2) Attend regular and special City Council sessions; participate in meetings and conferences with other City boards, commissions, committees, administrative officers and staff personnel; provide legal advice as required.
- 3) Attends regular and special meetings of the Clarksdale Coahoma County Planning Commission; provide legal advice as required.
- 4) Attends regular and special meetings of the Civil Service Commission; provide legal advice as required.
- 5) Hire, train, assign, supervise and appraise work of small legal staff; distribute work to assure efficient and timely work flow; review documents to assure proper legal principles and procedures are followed and that advice to customers is accurate, responsive and sensitive to political and policy considerations.

- 6) Participate in decisions related to general City policies, operations, budget preparation, fiscal management and supervisory functions; Draft and interpret City ordinances and resolutions; provide advice, counsel and representation to protect the City's interests.
- 7) Prepares or reviews drafts and assists in the negotiation of proposed agreements; pre-reviews ordinances, resolutions, policies, deeds, pleadings, bond and financing papers, insurance policies, contracts and other legal documents.
- 8) Participate in the City's short- and long- range planning to assure proper consideration of legal issues; prepare and update short- and long- range strategic plans to assure the department's contribution to the City's overall plans and strategies; negotiate real property acquisitions.
- 9) Review proposed and enacted State and Federal legislation for impact upon the City; recommend appropriate responses where necessary to protect the City's legal interests; analyze legal trends and developments impacting the City and recommend appropriate City responses.
- 10) Prepare annual and special budgets to enable the department to achieve its objectives; monitor and control budgets.
- 11) Coordinate legal department functions with other City departments to assure unified progress towards City objectives.
- 12) Monitors and controls liability claims and lawsuits; appear before courts and other administrative proceedings to represent the City's interest as required.
- 13) Prosecute for civil and criminal remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, condemn property for public purpose and other matters
- 14) Assist in the preparation of minutes for the City Clerk; assist in the preparation of minutes for the Clarksdale-Coahoma County Planning Commission.
- 15) Review petitions for rezoning, new subdivisions and other building codes.
- 16) Perform related duties as assigned

OTHER DUTIES:

In addition to the duties listed in the Essential Duties section, the employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- 1) Plan, direct and coordinate comprehensive legal services for the City.
- 2) Provide legal advice to guide City policies, decisions and activities.
- 3) Represent the City at various court levels in criminal and civil litigation.

- 4) Draft and interpret City Ordinances and resolutions.
- 5) Negotiate real property acquisitions.
- 6) Practice law, identifying legal opportunities to accomplish the City's objectives
- 7) Communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- 8) Read, interpret, explain and apply legal and technical language.
- 9) Negotiate contracts with outside vendors and service providers.
- 10) Resolve conflicts and gain cooperation among conflicting groups.
- 11) Design and execute effective trial and appellate strategies in complex cases.
- 12) Develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
- 13) Listen effectively to verbal communication.

DESIRED MINIMUM QUALIFICATIONS:

(A) Education and Experience: Any combination equivalent to education and experience likely to provide the required knowledge. A typical way to obtain the knowledge and abilities would be:

Experience: Five years comprehensive municipal experience in criminal and civil matters, land use, transportation and general municipal law, including increasingly responsible legal management and administrative duties.

Education: Law degree with admission to practice law in the State of Mississippi.

(B) Language Skills:

- (1) Must be able to read and interpret municipal files and comprehend complex instructions, correspondence, and memos in the English language.
- (2) Ability to prepare general correspondence and speak effectively using the English language.
- (3) Ability to effectively communicate and present information in a one-on-one and/or group situation to citizens and other employees of the city.

(D) Reasoning Ability:

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to apply theory into actual work situations. Ability to analyze office operations and derive a feasible solution to make those operations more efficient and economical.

(E) Necessary Knowledge, Skills and Abilities:

- (1) Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- (2) Skill in operating the tools and equipment itemized separately hereinbelow.
- (3) Ability to perform work requiring good physical condition.
- (4) Ability to establish and maintain effective working relationships with elected officials, department heads, co-workers, subordinates, peers, supervisors and employees of other departments and the general public.
- (5) Ability to exercise sound judgment in evaluating situations and in making decisions;
- (6) Ability to follow and give easily understood verbal and written instructions under difficult conditions using the English language;
- (7) Ability to meet the special requirements listed below.

(F) Tools and Equipment Used:

Knowledge of all equipment normally utilized in a business office; proficiency using personal computers, typewriters, calculators, fax machines, copying machines and telephones, etc. Thorough knowledge of software applications such as Corel word processing and spreadsheets, etc.

(G) 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 1) While performing the duties of this job, the employee is regularly required to talk and hear;
- 2) The employee frequently is required to use hands and fingers, handle or feel objects, tools, or controls;
- 3) The employee is frequently required to sit and stand;
- 4) Reach with hands and arms and drive a vehicle;
- 5) The employee is occasionally required to climb or balance, stoop, kneel, or crouch;
- 6) Must be able to lift and/or move twenty pounds or more;
- 7) Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus;

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside office environment.

SPECIAL REQUIREMENTS:

- (A) Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- (B) Must never have been convicted of a felony or serious misdemeanor.
- (C) Must successfully complete and pass the requisite drug, alcohol screen and physical Examination required under Section 14.000 and 17.000 et seq. of the City of Clarksdale Personnel Policies and Procedures Manual.
- (D) Must be bondable.

OTHER MATTERS:

The position of City Attorney is full-time; works regularly scheduled hours year-round, and may require some overtime after normal working hours. The person in this position never works shift work. The position has accountability for safety and equipment related to the office and work for which this position is responsible. This position necessitates the ability to maintain confidentiality.

The stress level associated with this position is moderately to extremely high. Physical work involved in this position exists only in major emergencies and crisis situations.

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

This job description does not constitute an employment agreement or contract between the employer and employee, and is subject to change by the employer, at its sole discretion, as the needs of the employer and requirements of the job change.

The City Attorney is an employee at-will, and the Board of Mayor and Commissioners of the City may terminate the relationship at any time, for any reason, with or without cause or notice.