

# City of Sandpoint Classification Specification

## City Attorney

**Pay Grade:** 16

**FLSA Designation:** Exempt

**Effective Date:** 10/06

### Purpose of Class/Primary Function

The principal function of an employee in this class is to serve as legal counsel for the City. The City Attorney is a public official appointed by the Mayor with the consent of the City Council with statutory duties set forth in Idaho Code section 50-208A. The City Attorney performs a variety of professional legal and administrative duties relating to planning, organizing, directing and controlling the delivery of city-wide legal services and counsel. This position also supervises the City Prosecutor and substitutes for him/her in his/her absence, preparing, investigating, and prosecuting a variety of state and city misdemeanor violations, traffic infractions, and City Ordinance violations. The City Attorney also oversees the implementation, procurement, and continuation of all risk insurance for all departments, boards, commissions, and councils of the City. An employee in this class performs the duties of other employees in the Department as required. The position directly supervises the city prosecutor, legal assistants, legal clerks, and other persons as may be appointed to the City Attorney's office. The City Attorney's work is performed under the broad policy guidance and direction of the City Mayor and City Council, but considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office and courtroom environment.

### Essential Duties and Responsibilities (will vary by assignment)

The duties and responsibilities of the City Attorney include, but are not limited to, the following:

1. **CIVIL:** Performs a variety of professional legal and administrative duties relating to planning, organizing, directing and controlling the delivery of city-wide legal services and counsel. The City Attorney shall:
  - a. Serve as legal counsel for the Mayor, City Council, committees, and subcommittees. Attends various meetings as required, prepares and reviews legal documents, monitors and reviews City-wide activities in general to assure compliance with statutory and other legal requirements.
  - b. Prepares and/or reviews all City Ordinances, Resolutions, and contracts; coordinates with various departments, commissions, and committees as needed to accomplish specific goals and objectives related to legal compliance; directs and participates in the legal support of City Code enforcement - civil and criminal;
  - c. Defends, as required, the City in all legal actions; pursues all civil actions as needed to establish City posture and/or defend the same; conducts extensive research, prepares case materials; participates in various pre-trial processes such as discovery and briefings; appears in court as City's legal representative.

- d. Directs and conducts training of personnel and administers rules and regulations affecting department; evaluates department performance and identifies weaknesses in efficiency or effectiveness; develops programs and training to upgrade department.
  - e. Makes final decisions relating to a variety of departmental personnel actions such as recruitment, hiring, advancement, promotion, demotion, dismissal, suspension, etc; conducts investigations into personnel activity and performance when needed.
  - f. Prepares and submits departmental budget; identifies personnel and equipment needs to maintain effective levels of legal service to the Mayor and City Council, City departments, and the community; monitors departmental expenditures to assure conformity to establish budget and fiscal program.
  - g. Evaluate department policies and procedures and develop changes consistent with legal requirements and current management practices; attends workshops and professional seminars to keep current on legal issues. Participate in City and legal development training sessions, provide training and training materials regarding law enforcement issues, assign duties and provide direction regarding the criminal process and procedures within the City Attorney's office.
  - h. Performs related duties as required.
2. CRIMINAL: Supervises the City Prosecutor and substitutes for him/her in his/her absence. Prosecutor prepares, investigates, and prosecutes a variety of state and city misdemeanor violations, traffic infractions, and City Ordinance violations. The City Attorney/City Prosecutor shall:
- a. Prepare, investigate and prosecute a variety of state and city misdemeanor violations, traffic infractions, and City Ordinance violations, draft appropriate motions, pleadings, and discovery.
  - b. Represent the City in criminal hearings, court and jury trials, civil proceedings in State and Federal court as required; interview witnesses; classify and evaluate evidence; prepare and draft jury instructions; and represent the City in criminal appellate actions. Perform research for legal arguments, briefings, memoranda, and Orders.
  - c. Communicate with City departments, personnel, and outside organizations regarding policies, procedures, cases, and a variety of legal issues; develop and maintain an effective working relationship with City and State law enforcement and judicial personnel.
3. RISK MANAGEMENT: Oversee the implementation, procurement, and continuation of all risk insurance for all departments, boards, commissions, and councils of the City. The City Attorney shall:
- a. Determine the nature and extent of needs of insurance coverages of all kinds, other than life and disability insurances, as to risks and property of all offices, departments, divisions, commissions, and operations of the City of Sandpoint, the premiums on which are payable in whole or in part from funds of the City.
  - b. Determine the character, terms, and amounts of insurance coverages required by such needs.
  - c. Within funds available, negotiate for, procure, purchase, and have placed or continued in effect all such insurance coverages and services as may reasonably be obtainable, whether from insurers or brokers duly authorized to transact business in this state.
  - d. Administer all such coverages on behalf of the City including making and settlement of loss claims arising there under.

- e. May, with the consent and advice of the City Council, cause suit to be brought with respect to any such coverage or loss.
- f. With any funds and personnel, make periodic inspection or appraisal of premises, property, and risks as to conditions affecting insurability, risk, and premium rate and submit a written report of each such inspection or appraisal together with recommendations, if any, to the officer or department in direct charge of such premises, property, or risks.
- h. Prepares the budget for risk management operations.
- i. Perform such other duties and exercise such other powers as are authorized by the City Council.
- j. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

**Other Duties and Responsibilities**

- Assists other staff with assignments and duties as necessary;
- Performs other related duties as required.
- Prepares the Legal Department Budget

<b>Competency Requirements</b>
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Knowledge of:

- Municipal government structure, operations, and jurisdiction.
- Legal research methodology.
- Computer and software applications.

Ability to:

- Manage heavy case load.
- Organize workload to meet multiple priorities.
- Problem solve for complex issues.
- Communicate effectively both orally and in writing with the public, peers, the City Council and other City employees.
- Demonstrate effective customer service and interpersonal skills.
- Follow written and oral instruction.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures.
- Prepare and maintain records, documents, financial accounts, and related reports.
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties.
- Establish and maintain effective working relationships with co-workers, other City employees, supervisors and managers, vendors, and the general public.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Perform time management, organizational, and scheduling functions, meet deadlines, and set task priorities.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions.

- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor.
- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions.
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Operate a motor vehicle.

### **Acceptable Experience and Training**

- Juris Doctorate from an accredited university plus other advanced training and business management and/or administration.
- A minimum of four years of civil local government law or other progressive, responsible legal experience in public government.
- Experience in land-use planning law and plan-use planning and its administration.
- Experience in labor law and employment law.
- Prior criminal prosecution and extensive criminal law and procedure knowledge.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work of a City Attorney.

### **Special Qualifications**

- License to practice law in the state of Idaho and member in good standing with the Idaho State Bar Association.
- Valid and current Idaho's driver's license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, conduct legal research, review and prepare legal documents, and observe clients, witnesses and court staff and jurors; and make periodic inspection or appraisal of premises, property, and risks as to conditions affecting insurability, risk;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and present information to small and large groups; review and inspect premises and property and risks;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to operate a personal computer, and conduct risk assessments. Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements. Related job tasks may require, with or without reasonable accommodation, lifting or moving up to 50 pounds occasionally, and stooping, bending, crouching and reaching.