

# **CITY ATTORNEY**

FLSA Status – Exempt

EEO Code – A/Officials and Administrators

Class Code - M105

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position provides legal advice to the Mayor and City Council, and advanced professional legal services for all aspects of City government.

## **SUPERVISION RECEIVED**

This position is appointed by the City Council under Charter and receives general policy direction from the Mayor and City Council. The City Attorney receives general supervision and direction from the City Manager.

## **SUPERVISION EXERCISED**

This position provides functional supervision for legal action involving the City, the interpretation and application of laws and ordinances affecting the City, and the preparation of legal documents and legal opinions for the City of McMinnville. The City Attorney also supervises the position of City Prosecutor and Municipal Court staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Serves as the City's legal counsel.
2. Advises the Mayor, City Council, City Manager, and department directors regarding complex legal issues and prepares legal opinions. Attends meetings of the City Council, Planning Commission, and other groups to provide legal advice and represent the interests of the City.
3. Prepares all City ordinances and is responsible for ensuring that the City Code is current.
4. Prepares, reviews and approves, interprets and enforces all contracts for the City which include but are not limited to construction contracts, consultant contracts, land acquisition and property purchase or lease contracts, equipment purchase and lease contracts, special contracts and labor contracts. Negotiates and approves all agreements for development projects, right-of-way agreements, and administers franchise agreements (e.g., GTE phone, cable television).
5. Researches and interprets the application of laws, court decisions and other legal authorities for the preparation of cases, opinions and briefs; represents the City in litigation and appeals in prosecuting claims and defending lawsuits.
6. Oversees the legal aspects of the administrative process for land use ordinances; and the legal action required for effective code enforcement within the City.

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7. Provides legal advice to managers regarding the City's application of federal and state employment laws; provides legal review and approval of City personnel policies and practices; and has overall responsibility for labor relations.
8. Serves as legal counsel for the Planning Commission, and provides legal advice and represents the interests of the City with respect to State and local land use laws.
9. Supervises the City Prosecutor and Municipal Court staff. Plans, directs and oversees the operations of Municipal Court.
10. Responds to inquires and resolves complaints regarding City activities. Attends various community group and professional organizational meetings to communicate City programs and policies.
11. Administers contracts for outside legal counsel on behalf of the City.

## **OTHER JOB FUNCTIONS**

1. May serve as City Manager Pro-Tem in the absence of the City Manager.
2. Maintains proficiency in municipal law through training, professional journals, and technology-based resources.
3. Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Complex legal principles and practices;
- Statutory, civil, contract, and administrative laws, rules, and regulations as they apply to local government;
- Municipal government functions and the legal issues affecting municipalities;
- City ordinances, City Charter and City Code;
- Oregon land use law and administrative procedures;
- Oregon labor law affecting municipalities;
- Municipal court functions;
- Legal research methods;

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- Preparation of legal documents associated with administrative and judicial proceedings;
- Legal aspects of financing land acquisitions, trades, public-private partnerships;
- Use of computer technology for legal research; and
- The principles and practices of public administration.

## **Skills**

- Advising elected officials and executive managers;
- Analyzing and applying legal principles, facts, evidence and precedents to legal problems affecting local government;
- Communicating statements of law, fact, and argument in written and oral form;
- Managing legal projects to meet the needs of the City;
- Negotiating solutions to complex legal problems;
- Providing legal counsel on land use matters;
- Administering contracts for outside legal services;
- Managing programs and operations;
- Supervising employees;
- Establishing and maintaining effective working relationships with elected officials, managers, employees, members of the public, and other government agencies;
- Promoting integrity, trust, and professionalism; and
- Leading and managing for results.

## **Ability**

- Work independently and prioritize work to meet the needs of the City; and
- Communicate effectively with the public, members of outside agencies, and employees.

## **EXPERIENCE AND TRAINING**

Five years experience practicing as legal counsel for a public agency, progressively responsible experience in management and supervision, or any satisfactory combination of experience and training that would demonstrate the knowledge, skills and abilities required to perform the essential job functions is qualifying.

## **SPECIAL REQUIREMENTS**

Must be a member of the Oregon State Bar Association or be able to obtain membership within a reasonable period of time following appointment.

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## DESIRABLE BACKGROUND

Local government experience as in-house legal counsel in Oregon is preferred.

## PHYSICAL DEMANDS OF THE POSITION

While performing the essential duties and responsibilities of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. Duties involve moving materials weighing up to ten (10) pounds on a regular basis such as files, books, office equipment, etc. Manual dexterity and coordination are required in less than fifty (50) percent of the work period while operating standard office equipment and motorized vehicle. Reasonable accommodation will be provided to qualified individuals with a disability and known limitations.

## WORKING CONDITIONS

Usual office working conditions. The attendance of night meetings is required

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(City Attorney)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 10/94

Revised: 09/99

Revised: 05/01

Revised: 06/15