

## CITY ATTORNEY

### JOB DESCRIPTION

**Classification Responsibilities:** The City Attorney serves as the chief legal advisor to the City, and is responsible for providing legal services to the City Council, the City Manager, all departments, employees, and City boards and commissions. Responsibilities include planning, staffing, and supervising the legal service needs of the City, and preparing and administering the Department budget. The City Attorney represents the City in all legal proceedings; is responsible for the preparation and presentation of cases; renders legal opinions; prepares contracts, ordinances, resolutions, and leases; and assists in drafting proposed legislation for enactment by the state legislature on matters of interest to the City. The City Attorney defends the City in cases filed in county, state, and federal courts; manages the hiring and work of outside attorneys retained to provide legal services to the City; and represents the City in all cases filed in Mesa Municipal Court. Work is performed with independence in accordance with accepted practices. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The City Attorney is appointed by the City Council and receives general direction from the City Manager who reviews work through conferences and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from a school of law accredited by the American Bar Association with a Juris Doctor Degree. Ten plus years of experience in the practice of law, including 3 years of experience representing a public entity and 1 year of experience supervising a professional staff.

**Special Requirements.** Active membership in the Arizona State Bar Association.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in municipal law is preferred.

### ESSENTIAL FUNCTIONS:

**Communication:** Advises the Mayor, City Manager, and City Council regarding legal matters affecting the City. Attends various board, commission, and City Council meetings to advise on legal problems and questions. Answers communications from the public relative to legal matters affecting the City. Advises taxpayers concerning municipal codes and ordinances. Tries cases before county, state, and federal courts. Works effectively with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved. Investigates complaints and claims by or against the City. Prepares legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar. Assists in forming proposed legislation for enactment by the state legislature on matters of interest to the City. Instructs others in legal matters.

**Manual/Physical:** Uses demonstrative evidence in preparing and presenting legal cases. Observes data

and conditions affecting the City's legal interests to determine compliance with the law.

**Mental:** Organizes, interprets, and applies legal principles and knowledge to complex legal problems. Prepares civil cases for trial. Comprehends and makes inferences from written material to provide legal representation and advice. Analyzes narrative and statistical data to make recommendations regarding legal issues affecting the City. Oversees the enforcement of department policies and procedures, and the maintenance of proper records and reference facilities. Prepares and administers the department budget.

**Knowledge and Abilities:**

Knowledge of:

federal and state laws affecting city governments;  
City ordinances, particularly those relating to the authority and functions of City departments;  
the established precedents and sources of legal reference applicable to City activities;  
legal principles and practices;  
the principles, practices, and methods of employee supervision, training, and evaluation; and  
the methods of legal research.

Ability to:

attend legislative sessions, in order to represent and promote the interests of the City before committees and representatives;  
establish and maintain effective working relationships with subordinates, other City employees, other public officials, and the general public; and  
communicate effectively in oral and written form.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Classification Responsibilities and Minimum Qualifications 4/15

NF/fl/hn

CS1101.DOCX

PAY GRADE: 11

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8820

JOB FCTN-LEG

SWORN-No

PAY PLAN SPECIAL