

## DEPUTY CITY ATTORNEY

### JOB DESCRIPTION

**Classification Responsibilities:** A Deputy City Attorney performs advanced legal, administrative, and supervisory work. Employees in this position will assist and supervise all projects in their assigned unit and supervise and oversee the representation of the City's interests in court. This position may be designated to act on behalf of the City Attorney, in the City Attorney's absence. This class performs related duties as required or other duties as assigned by the City Attorney.

Responsibilities for the position over the Administrative Law Team include: advising the City Council, Citizen Advisory Boards, the City Manager, and other City officials concerning legal issues; supervising and directing the preparation of contracts, Intergovernmental Agencies (IGAs), legal opinions, ordinances, and other legal documents. This position is responsible for supervising attorneys with expertise in all areas of municipal law.

Responsibilities for the position over the Land Use/Development Team include: advising the City Council, Citizen Advisory Boards, the City Manager, and other City officials concerning legal issues; supervising and directing the preparation of contracts, IGAs, legal opinions, ordinances, and other legal documents; research and pursuit of new strategies in all areas of land use and development law; assisting City staff in development projects; and overseeing the progress of all development projects in the City. This position is responsible for supervising attorneys with expertise in all areas of land use and development law.

Responsibilities for the position over the Litigation Team include: preparing all liability cases filed against the City; prepare and present litigation cases in state and federal court; informing client departments and City management of the status of cases; advising the City Council, when needed, of the status of cases; managing and overseeing the investigation and possible settlement of all claims filed against the City; managing and overseeing expenditures from the Public and Property Liability Trust Fund (PPL); reporting to the PPL Board; and overseeing the City's insurance. This position is responsible for supervising attorneys with expertise in all areas of liability law.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work is performed with considerable latitude, independent judgment, and professional discretion. This position is distinguished from an Assistant City Attorney III by the full managerial and supervisory responsibilities associated with managing a law office. Work is performed in accordance with established standards and practices of the legal profession and departmental policies and is reviewed by the City Attorney in terms of results of completed projects. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from a school of law accredited by the American Bar Association with a Juris Doctor's Degree, and at least five years of progressively responsible experience in the practice of law.

**Special Requirements.** Active membership in the Arizona State Bar Association at the time of application.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Considerable (3 - 5 years) experience working in municipal or public law is highly desirable. At least three years of demonstrated experience and training in supervising other lawyers is preferred. Considerable civil trial experience is highly desirable for the position over the Litigation Team.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Effectively communicates with the general public, other City employees, management, the Mayor, City Council members, public officials, and members of City advisory boards and commissions to offer advice on legal matters relating to the City. Instructs staff attorneys and support staff in legal matters. Prepares and/or directs the preparation of responses to legal questions, legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents.

**Manual/Physical:** Monitors data and conditions affecting the City's legal interests to determine compliance with laws and contracts. Prepares and presents cases for trial. Tries cases before county, state, and federal courts. Uses demonstrative evidence in presenting legal positions.

**Mental:** Reviews issues affecting the City's legal interests to determine compliance with laws and contracts; interprets, organizes, and applies legal principles and knowledge to complex problems; works closely with the City Attorney on City issues. Comprehends and makes inferences from written material and verbal communication to provide legal representation and advice. Analyzes narrative and statistical data to make recommendations. Must have excellent legal research and writing skills. Conducts research of federal and state laws, City ordinances, and case law. Assists in the review, development, and administration of the department budget as it relates to the PPL. Recommends and implements office procedures to improve the efficiency and effectiveness of the office. Supervises and evaluates the work of attorneys and support staff.

## **Knowledge and Abilities:**

Knowledge of:

municipal, state, and federal laws, as well as case law affecting city government; precedents and other sources of legal authority applicable to the City's activities; the Mesa City Charter and City Code, particularly those provisions relating to the authority and functions of the City Council and City departments; and legal research and writing methods.

Ability to:

attend City Council meetings to advise on legal problems and questions;

participate in the selection, training, and evaluation of personnel;  
assign work activities, projects, and cases;  
monitor workflow;  
present material in a clear and logical manner; and  
establish and maintain an effective working relationship with City employees, the general public, City officials, and other governmental bodies.

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 9/21

NF/co/st

CS5903.DOCX

EEO-O/A

JOB FUNCTION-LEG

PAY PLAN E01-E18

PAY GRADE: E12

IND-8820

SWORN-No