



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Department: Legal	City Attorney	
Date Established: 3/2014	Reports to: Mayor	Pay Grade: H19
	Date Revised: 12/2017	FLSA Status: Exempt

CLASSIFICATION SUMMARY

The City Attorney acts as chief legal counsel to the City on civil and criminal issues and directs the employees and operations of the City Legal Department. The job ensures the City is in compliance with all federal, state, and City statutes, laws, and ordinances, including specific duties delegated to the City Attorney by Idaho Statute. As an Appointed Officer under general direction from the Mayor and City Council, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment.

The job requires a law degree from an accredited university and membership in good standing in the Idaho Bar Association to successfully carry out the responsibilities of the position including providing legal advice, interpreting applicable laws and regulations; planning, implementing and directing policies and programs to ensure legal compliance, litigating civil and prosecuting criminal cases in court and directing the employees of the City's Legal Department. Administrative responsibilities including developing and monitoring the department's budget; reviewing and preparing legal documents and contracts, attending City Council meetings and representing the City at various meetings or other events.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and courtroom environment. The noise level is generally moderate. Attendance at City Council and other evening meetings if often required.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Acts as chief legal counsel to the City on civil and criminal issues. Advises and counsels the Mayor's Office and other City departments, boards, commissions, and agencies on legal and personnel issues. Responds to inquiries, communications, requests, complaints, and suggestions from the public relative to legal matters affecting the City. Represents the City in civil and criminal proceedings. Conducts research of legal issues, laws, statutes, and court rulings and prepares findings, briefs, and opinions as directed by the Mayor and City Council. Ensures the City is in compliance with all federal, state, and City statutes, laws, and ordinances, including specific duties delegated to the City Attorney by Idaho Statute. Reviews and prepares, as needed, legal documents, lease agreements, contracts, memorandums of understanding, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, development and use agreements, and related documents. Monitors litigation in proceedings where outside (non-City staff) attorneys are representing the City.

Directs the employees and operations of the City Legal Department. Oversees hiring, training, and supervising the Department employees, including discipline and termination. Oversees preparation and implementation of annual department budget. Monitors spending for budget compliance. Attends City Council and other meetings, as needed.

Represents the City in meetings with other political entities (cities, counties, school and other districts), federal and state agencies, the public, and community organizations and groups.

Provides customer service to the public and other City staff and departments. Provides information, answers questions and inquiries in person and by telephone.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;
- Idaho criminal, civil, and tort statutes;
- Idaho criminal and civil case law;
- Economic development and urban renewal;
- Municipal budgeting and bonding;
- Water law, as it pertains to municipal government;
- Public Works development;
- Coordinating with Tribal entities;
- Union negotiation and/or mediation;
- State, federal, and other applicable statutes and laws governing the operations of the City;
- City codes and ordinances;
- City policies and procedures;
- Operation of standard office equipment including a personal computer and job-related software applications.

Skill and Ability to:

- Advise and counsel the Mayor's Office and other City departments, boards, commissions, and agencies on legal and personnel issues;
- Direct the employees and operations of the City Legal Department to ensure the City is in compliance with all federal, state, and City statutes, laws, and ordinances, including specific duties delegated to the City Attorney by Idaho Statute;
- Respond to inquiries, communications, requests, complaints, and suggestions from the public relative to legal matters affecting the City;
- Represent the City in civil and criminal proceedings and other meetings;
- Conduct research of legal issues, laws, statutes, and court rulings and prepare findings, briefs, and opinions as directed by the Mayor and City Council;
- Review and prepare legal documents, lease agreements, contracts, memorandums of understanding, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, development and use agreements, and related documents;
- Monitor litigation in proceedings where outside (non-City staff) attorneys are representing the City;
- Prepare and implement annual Department budget and monitor spending for budget compliance;
- Oversee hiring, training, supervision, evaluating and disciplining employees, including terminations as required;
- Attend City Council meetings, as needed;
- Provide customer service to the public and other City staff and departments;
- Provide information, answer questions and inquiries in person and by telephone;
- Familiarize self and/or self-educate in an unusually wide-range of attorney fields' of practice as needed by the City;
- Operate standard office equipment including a personal computer and job-related software applications;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor’s degree and law degree from accredited university is required;
- Membership in good standing in the Idaho Bar Association, or ability to obtain within 60 days of appointment, is required;
- Ten (10) years minimum experience as a practicing attorney including litigation experience, with five (5) years in municipal law preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.