

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DIVISION: Administration
DEPARTMENT: Legal
FLSA STATUS: Exempt
JOB TITLE: City Attorney

DATE: March 2015

PURPOSE OF POSITION:

Serve as chief legal counsel for the City government. Independently and with minimal supervision responsible for providing legal services to the City Council, City Boards and Commissions, committees, City Manager, and other City staff. Position encounters a wide diversity of work situations involving a high degree of complexity due to various legal issues. Decisions are made within a broad interpretation of applicable laws and governmental guidelines.

ESSENTIAL JOB FUNCTIONS:

Provide legal assistance and serve as advisor to elected officials, City Manager, and staff. Serve effectively as the legal counsel and provide strategic leadership to the City in legal matters. Assist and advise other departments in matters of law, legal liability, ordinances and policy.

Advise Mayor and Council on legal constraints and on available choices for politics and practices. Advise on resolution of contested issues at entity level to avoid litigation. Draft and negotiate contracts and agreements with public and private entities as directed by the Mayor and Council. Advise on confidential entity-level policy matters and implementation of policy direction.

Prepare and oversee the preparation of reports for information and action for the Mayor and City Council, City Manager, staff, and City Boards and Commissions; research and provide legal opinions.

Draft, review, and interpret City ordinances and codes. Draft agreements, contracts, and other legal documents for the City. Review and negotiate City contracts. Ensure compliance with Federal, State, and local law.

Attend and participate in recurring and specialized meetings and workshops including City Council meetings, Planning Commission meetings, workshops, task forces, internal staff meetings, and community meetings, as necessary to assist in development of legislative and administrative policies within the framework of the law.

Represent the City to the public, before the media, in legal or administrative proceedings, to other organizations or entities, and in other situations as required. Make presentations and provides comment and testimony. Advance and protect the interests of the City and its citizens in all matters.

Research and interpret the application of laws, court decisions and other legal authorities for the preparation of cases, opinions, and briefs.

Represent the City in litigation and appeals in prosecuting claims and defending lawsuits. Monitor and assist with cases handled by outside counsel.

Confer with colleagues with specialty areas of law to establish and verify basis for legal proceedings; and serve as a liaison between outside legal counsel and City officials on specialized legal issues.

Assign, supervise and evaluate work of assigned employees.

Prepare annual department budget.

All other duties as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Maintains proficiency in municipal law through training, professional journals, and technology-based resources. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Considerable knowledge of all areas of municipal law, and court processes and procedures. Ability to perform legal research in complex areas. Ability to work independently and prioritize work to meet the needs of the City. Ability to communicate effectively in written and oral form with coworkers, management, elected officials, and the general public. Ability to display excellent interpersonal skills and awareness of controversial and/or sensitive issues. Minimum of five (5) years in the practice of municipal law with emphasis and experience in one or more specialty areas such as: land use, first amendment, public meetings and records, public contracts. Experience practicing as legal counsel for a public agency, progressively responsible experience in management and supervision, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Must be admitted to the Oregon State Bar. Valid driver's license with acceptable driving record.

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

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. The attendance of night and weekend meetings is required.

SUPERVISORY RESPONSIBILITIES:

Supervises assigned Legal Department staff.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor and City Council.