

South Jordan City

Job Description

Title: City Attorney **Effective Date:** 2/1/16
Org: 100160 **FLSA:** Exempt/HCE/Executive
Pay Grade: By Contract **Workers Comp:** Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation, subject to the employee’s employment agreement.

GENERAL PURPOSE

Provide leadership, vision, and strategically designed direction consistent with the City’s Mission and Strategic Initiatives. Set an example of high ethical standards and financial prudence. Ensure performance outcomes are responsive to the goals and objectives of the City Organization as well as being responsible to the citizens of South Jordan City. Exercise considerable initiative and independent judgment in representing the City Corporation through the Mayor and City Council (“Governing Body”), providing also counsel to the City within assigned area of responsibility and exercise delegated authority as to assure desired outcomes.

SUPERVISION RECEIVED

Work under the board policy guidance and direction of the Governing Body, reporting directly to the Mayor. Work is subject to evaluation on the basis of results obtained.

SUPERVISION EXERCISED

Assistant City Attorney/Civil Division Supervisor
Assistant City Attorney/City Prosecutor
Executive Legal Assistant

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Serve as the City’s chief legal advisor.

Oversee representation of the City at the Utah Legislature and with/at other local, state and federal government, quasi-government, and private organizations as assigned.

Attend City Council meetings.

Provide legal oversight to the day-to-day operations and internal/external affairs of the city; perform and direct research on issues, policies, and political developments; advise and apprise the Mayor, City Council, City Manager and City staff as directed by the Governing Body; make recommendations for legislative actions; conduct internal investigations, examine books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations, prevent impropriety and compliance with applicable law.

Assume responsibility for full and effective utilization of city personnel for which employee has responsibility by establishing overall departmental objectives, priorities and standards; serve as final hiring authority for assigned City positions.

Assist and advise the City Manager, Department Directors, and City staff in implementing city policy and processes.

Provide general supervision for the prosecution of all charges of violation and municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense of all actions and appeals involving the City in all courts and before all boards, commissions, and administrative agencies.

Furnish legal advice, counsel, and assistance to the Mayor, City Council, City Manager, City staff and all other City officers, boards, commissions, and agencies in relation to their duties and the business of the City.

Initiate and prosecute actions to protect the City's interests including preparation of pleadings and briefs, oral argument, trial, and settlement negotiations.

Provide leadership, policy guidance, and direction to members of the Legal Department.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from a recognized college of law with a J.D. or L.L.B. degree;
AND
- B. Ten (10) years of professional experience as a practicing public sector attorney, preferably in the area of municipal law, five (5) of which must have been in a supervisory or managerial capacity;
- C. Demonstrated knowledge of and success in advocating for clients before state and federal legislative bodies as well as government, quasi-government, and private entities;

2. Special Qualifications:

- A. Utah State Bar membership.
- B. Admitted to practice before State and Federal Courts.
- C. Valid Utah Class D driver license.

3. Knowledge, Skills, and Abilities:

Knowledge of laws affecting municipalities and their employees, and rules of proper verbal and written communication; ethical principles; principles of budget planning and preparation, management, supervision, personnel, and planning.

Ability to: use of discretion and independent judgment; acquire and retain familiarity with a large number of complex court cases and sophisticated and rapidly changing principles of law; apply these principles to complex factual situations; draft contract provisions for the Governing Body and City staff; take requests by departments and translating into legal terminology with sufficient clarity to clearly describe the duties of each party to withstand court challenges; clearly assign risks for negligence and failure to perform contract duties where damage risk ranges from a few hundred dollars to hundreds of thousands and more where serious injury results from a party's negligence; make decisions in matters of serious financial or practical consequence or involving the welfare of lives and property; and supervise staff.

Communication skills: ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and

stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees; make frequent contacts with executives on matters requiring explanations and discussions and daily contact with other City staff requiring tact and judgment to avoid friction; develop effective working relationships and advocacy coalitions with Utah Legislature and with/at other local, state and federal government, quasi-government, and private organizations and where requested by the Mayor and City Council, represent the City with such groups.

Ability to: exercise great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects the Governing Body's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Exempt	EEO-4 Class:	Official/Adm
Location:	Legal	EEOP Class:	Official Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1025