

CITY OF HELENA



Position Title: City Attorney

Department: City Attorney

Grade: 170

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The City Attorney performs complex executive and professional level work as legal advisor to the City Manager and City Commission. This position involves planning, developing, implementing, and evaluating the legal services program for the City. The City Attorney provides leadership and oversight of the Helena City Attorney's Office. The position is responsible for coordinating assigned activities with other City departments and outside agencies; and providing highly responsible and complex and legal administrative support to the City Manager.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Program Management and Administration

The City Attorney will assume full management responsibility for all services and activities provided by the City Attorney's Office including all civil litigation, prosecution of misdemeanor criminal offenses in municipal court, prosecution and municipal code enforcement actions in municipal court, advising City officials and City Commission on legal issues pertaining to their proposed actions, and preparing appropriate City ordinances, resolutions and other legal documents.

The position will manage the development and implementation of the City Attorney's Office goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly. The incumbent will continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

The incumbent will manage and participate in the development and administration of the City Attorney's Office budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Legal Services

The City Attorney will provide legal advice and opinions to the City Manager, Department Directors, City Commission, City employees, and City boards and commissions, as required; advise staff and officials on the legal requirements and consequences of proposed actions; conduct on-going legal research in connection with legal issues pertaining to the City; and serve as parliamentarian for the City Commission.

The incumbent will represent the City and its boards, commissions, and agents in legal proceedings before courts, administrative agencies and boards, and arbitrators including: prepare pleadings, conduct legal research, prepare briefs and memoranda, appear in court, and negotiate with other parties.

This position will represent City management on labor issues; participate in collective bargaining on behalf of City management; participate in contract interpretation and administration; represent the City in grievance and labor and contract arbitration.

The position will analyze, review, and draft ordinances, resolutions, deeds, releases, contracts and other legal documents which bind or obligate the City; provide legal opinions and recommendations to ensure the City is properly and effectively represented in such matters; review rules, regulations, and policies to ensure legal compliance.

The City Attorney will monitor and assist in legal work performed by outside attorneys retained to represent the City in various cases.

Personnel Management

The incumbent is responsible to select, train, motivate and evaluate City Attorney's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures. This position will plan, direct and coordinate the City Attorney's Office work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; and review and evaluate work methods and procedures.

Internal and External Public Relations

The position will represent the City Attorney's Office to other City departments, elected officials and outside agencies; explain and interpret City Attorney's Office programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues. The incumbent will coordinate City Attorney's Office activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Commission; prepare and present staff reports and other necessary correspondence. The City Attorney will participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law. The position will respond to and resolve difficult and sensitive citizen inquiries and complaints.

Safety Administration

The City Attorney will abide by the City of Helena and City Attorney's Office work practices established for specific job assignment and occupations in the Office. Furthermore, the position is required to ensure that all employees within the Office are following all City safety standards and protocol.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- The organization, functions and goals of City government.
- Operational characteristics, services and activities of a comprehensive municipal law department.
- Judicial procedures and rules of evidence.
- Principles and applications of civil, criminal and administrative law including those relative to municipal operations, municipal finance, parliamentary procedures, and other legal proceedings.
- Methods of legal research and established precedents applicable to municipal activities.
- Public sector labor law including collective bargaining.
- Organization and management practice skills as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles of supervision, management, motivation and leadership.
- Principles and practices of budget preparation and administration

Skill or ability to:

- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.
- Lead and maintain a positive and harmonious work environment.
- Make complex decisions.
- Analyze a wide variety of legal issues and prepare diverse legal documents.
- Negotiate agreements, which may accommodate conflicting interests and viewpoints.
- Maintain effective working relationships at all levels
- Effectively use conflict management.
- Effectively communicate orally and in writing.

Physical Demands:

Ability to work in a standard office and legal court environments using computer equipment, with ability to travel to different sites and locations. Ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. Ability to perform body movements applicable to records management and an office environment.

Minimum Qualifications (Education, Experience and Training):

This position requires a Juris Doctorate from an accredited law school. The position prefers five years of practical experience as a licensed attorney. Experience in municipal law, trial litigation and local government is also preferred. Four years or more of supervisory experience is desired for this position. Other relevant combinations of work experience may be evaluated on an individual basis.

License or Certificate:

Membership in the Montana State Bar and license to practice law in the State and Federal Courts is required.

Must possess a valid driver's license with acceptable driving record at time of hire and have the ability to obtain a valid MT driver's license within six (6) months of hire.

Special Requirements:

Residency within Helena city limits required within one (1) year of employment.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

Supervises all professional and clerical staff of the City Attorney's office

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.