



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
CITY ATTORNEY

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UF3

CLASS SUMMARY:

The City Attorney is a high level management professional in the Management Series, appointed by and directly responsible to the City Manager. The incumbent serves as the chief legal advisor to the city government and is responsible and accountable for directing a City Department including its personnel, budget, and resources. Responsibilities include advising City officials and staff, and boards and commissions, on matters pertaining to law, codes, regulations, legal procedures, and providing administration direction, and direct supervision of the City's code enforcement program and risk management.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Conducts and directs the development, review, interpretation, and enforcement of contracts for the City on a variety of subjects including real estate, development, intergovernmental interests, loans and financing, personnel, and other agreements.
- Conducts and directs the enforcement of City ordinances and codes, regulations and standards, and ensures compliance with Federal, State, and local law.
- Prepares and oversees the preparation of reports for information and action for the Mayor and City Council, City Manager and City staff, and City Boards and Commissions; researches and provides legal opinions.
- Participates in recurring and specialized meetings and workshops including City Council meetings and workshops and task forces, internal staff meetings, and community meetings, as necessary.
- Directs the implementation of policy and operational goals in response to service demands and consistent with performance standard.
- Directs the preparation and implementation of the department's annual operating budget, consistent with goals and objectives; responds to requests from the City Council, City Manager, and in the preparation of annual comprehensive financial statements.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

A Juris Doctorate Degree and five years of directly related experience as an attorney in municipal government and land use law are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
- Admission to the Oregon State Bar

Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
- Legal principles and practices;
- Public sector prosecution and mediation principles and practices;
- Personnel administration principles and practices;
- Budget management and principles and practices;
- City organization and management;
- Legal research tools and methods and related software programs;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Public speaking and presentation;
- Supervision of staff;
- Managing within a City governmental infrastructure;
- Contract development and enforcement;
- Negotiating contracts;
- Legal document and report preparation;
- Courtroom and other public group presentation;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised March 9, 2009