

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>City Attorney</u>
Sch & Grade	<u>DHS-15 (Unclassified)</u>
Class Code	<u>AA05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Dept Head Series</u>

PRIMARY PURPOSE:

To manage all legal affairs of the City Council and City administration and to plan, coordinate, and manage the activities of the Law Department and Prosecutor's Office.

SUPERVISION:

Under general direction and supervision of the Assistant City Manager; supervises department professional, technical, and administrative support personnel both directly and indirectly.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Serves as the chief legal advisor as set forth in the City Charter; is corporate counsel for City Council, the City Manager's Office, department heads and all boards and agencies for the City except for City Utilities.
2. Plans, coordinates, and directs personnel in the activities involving drafting of ordinances, resolutions, contracts, deeds, leases and other official documents and approves for form and legality.
3. Supervises and participates in the preparation of civil cases for trial and in the investigation of claims and complaints by or against the City.
4. Ensures that the City is properly represented in all legal proceedings; tries the more important cases before local, state and federal courts and handles complex negotiations for the City.
5. Prepares complex legal opinions for the City Manager, Assistant City Manager, departments, boards and City Council.
6. Provides leadership and direction and serves as department head of the Law Department and Prosecutor's Office.
7. Oversees departmental budget including planning, preparing, and administering; enforces departmental policies and procedures.
8. Attends legislative sessions in order to represent and promote the interests of the City before committees and representatives.
9. Reviews information to keep informed of proposed state and federal legislation affecting the City.
10. Attends meetings of the City Council; may attend meetings of various boards and commissions to advise on legal concerns and questions.
11. Supervises maintenance of proper records and reference facilities for the department; updates and maintains an official copy of the Springfield City Code as adopted by City Council.
12. Develops long-range planning for department policies and programs and works with appropriate staff on implementation plans.
13. Guides and directs a staff of professional, technical, and administrative support personnel including making selection decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
14. Monitors staff development and provides development to insure appropriate succession planning within the Department.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.
2. Utilizes computer software applications.
3. Develop and maintain working relationships with legal professionals at the local, state, and federal level and others providing legal and legislative services for the City of Springfield; maintain an active community involvement with particular emphasis within the legal community.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Considerable knowledge of judicial procedure, rules of civil and criminal procedure, negotiations and rules of evidence; thorough comprehension of City code, charter provisions and state law with particular reference to municipal legal provisions and municipal law; working knowledge of modern policies and practices of municipal law and public administration; considerable knowledge of management principles, techniques and practices; considerable knowledge of personal computers and word processing, internet, and database applications.

Abilities

Ability to prepare and analyze complex legal documents, write briefings, legal opinions, ordinances, resolutions and correspondence; read and understand complex legal documents, regulations, and trial documents, and as necessary interpret these to others; very strong negotiation skills, communicate effectively verbally and in writing; utilize sound independent judgment in preparing recommendations and formulating policies; prepare and present clear and comprehensive written reports; ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited law school with a Juris Doctorate degree plus seven or more years of progressively responsible related experience in civil and/or municipal law. Supervisory experience required.

Physical Requirements

Performs bending, and reaching from ground level to overhead; push and pull up to 20 pounds; hold and grip objects; ability to sit for long periods, as necessary.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

Must be a licensed attorney by the State of Missouri.

Miscellaneous Requirements

Must establish residency within the City limits of Springfield within six months of employment and maintain City residency throughout appointment.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 2282
Comments:	Updated Abilities	Date: 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____