

## **DEPUTY CITY ATTORNEY**

### SUMMARY/PURPOSE

Under administrative direction, the Deputy City Attorney oversees and participates in the more complex and difficult work of staff responsible for providing legal assistance to City departments, City administration, the City Council, and various boards and commissions; provides lead direction to legal staff; and performs a variety of professional tasks relative to assigned areas of responsibility. Serves as Acting City Attorney in City Attorney's absence.

### DISTINGUISHING FEATURES OF THE CLASS

Work of Deputy City Attorneys is distinguished by increasing proficiency and skill in independently handling legal issues, matters, and cases of increasing complexity and risk to the City with experienced legal judgment and acumen. Employees perform the most difficult and responsible types of duties assigned including providing lead supervision and training to lower level legal staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and function with a high degree of independence. The Deputy City Attorney is supervised and directed by the City Attorney.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide technical and functional supervision over attorneys and support staff in the City Attorney's Office to ensure the provision of excellent legal services.
2. Perform highly complex legal research and prepare written and oral opinions on various legal issues for City Administration, the City Council, City departments, and various boards and commissions.
3. Prosecute violations of City ordinances and statutes that occur within the City.
4. Prepare, draft, and review ordinances, resolutions, contracts, real estate documents and other legal documents and instruments.
5. Provide legal advice to the City Council and various boards and commissions and attend meetings as may be required.
6. Represent the City in litigation; appear before courts and administrative proceedings to represent the City's interest as required; represent the City, and oversee its representation, in highly sensitive litigation; and coordinate and communicate with outside consultants and legal counsel.
7. Evaluate staffing needs, review vacation and leave requests, and ensure adequate staff coverage is available to meet workload demands.
8. Oversee the provision of complex technical and legal assistance with respect to the acquisition, sale, or abandonment of real property, tax increment financing, special assessment districts, and bond issues.
9. Manage claims and complaints against the City and recommend appropriate action regarding their handling.
10. Participate in the development, planning, implementation and administration of Department goals and objectives as well as policies and procedures necessary to accomplish the same.
11. Manage employee performance and provide training, coaching, and mentoring for employees so the work product meets the highest professional and ethical standards.
12. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks and activities.
13. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
14. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
15. Oversee attorney workload and assist the City Attorney in determining individual work assignments.

16. Facilitate staff development through training opportunities and mentorship by providing for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
17. Establish and maintain positive working relationships with the employees by maintaining two-way communications, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
18. Develop and maintain a mission-driven, collaborative and positive work environment that promotes diversity and cultivates respect.
19. Serve as Acting City Attorney in the absence of the City Attorney.
20. Other duties as assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Five years of experience in the practice of law, plus three years in the Duluth City Attorney's Office, or equivalent. Experience in a municipal law office is highly desired.
  - B. Equivalent of a Juris Doctorate from an accredited law school.
  - C. Supervisory experience preferred.
2. License Requirements
  - A. Membership in the State Bar of Minnesota.
  - B. Possession of a valid Minnesota Driver's License or equivalent.
3. Knowledge Requirements
  - A. Thorough understanding of the applicable substantive law and state or federal rules of procedure;
  - B. Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure;
  - C. Judicial procedures and rules of evidence;
  - D. Modern and highly complex principles and practices of municipal law;
  - E. Organization, duties, powers, limitations, and authority of City government and the City Attorney's office;
  - F. Ordinances, statutes, and court decisions relating to municipal corporations;
  - G. Established precedent and sources of legal reference applicable to municipal activities;
  - H. Methods of legal research and public agency administration;
  - I. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration;
  - J. Modern office practices, methods, and computer equipment and applications related to the work;
  - K. English usage, grammar, spelling, vocabulary, and punctuation;
  - L. Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations;
  - M. Techniques for providing a high level of service by effectively dealing with the public, vendors, contractors, and City staff; and
  - N. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
  - A. Researching and analyzing complex issues, developing recommended actions, preparing reports, and maintaining records;

- B. Drafting and negotiating complex contracts and agreements;
- C. Written communication using original or innovative techniques or style;
- D. Sound legal judgment, proactive initiative, comprehensive, sharp and quick ability and skill to analyze issues;
- E. Consensus building and leadership skills;
- F. Possess and exhibit the verbal communication skills to be a consensus builder and leader;
- G. Exhibit attention to detail in written product to withstand high levels of scrutiny; and
- H. Possess and exhibit skill to manage and coordinate projects and to keep City Attorney apprised of issues and potential developments in a timely manner.

5. Ability Requirements

- A. Maintain effective working relations with City officials and the public;
- B. Research, analyze and apply legal principles;
- C. Present logically and clearly statements of law and fact;
- D. Organize, interpret, and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court;
- E. Present statements of law, fact and argument clearly and logically;
- F. Prepare and present cases in court;
- G. Communicate effectively, both orally and in writing;
- H. Conduct research on complex legal problems and prepare sound legal opinions;
- I. Properly interpret and make decisions in accordance with laws, regulations, and policies; and
- J. Communicate clearly and concisely, orally and in writing;
- K. Consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources;
- L. Create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships;
- M. Maintain confidential information;
- N. Use good judgment in decision-making; and
- O. Exhibit leadership qualities of dependability and accountability.

6. Physical Ability Requirements

- A. Ability to sit for extended periods;
- B. Ability to transport oneself to, from, and around work sites of projects, tests, and other assignments;
- C. Ability to occasionally transport, usually by lifting and carrying, material/equipment weighing up to 25 pounds per load for presentations;
- D. Fine dexterity to operate computer, calculator, and other office equipment;
- E. Visual acuity to inspect documents for accuracy;
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone;
- G. Ability to occasionally bend, stoop, and reach for supplies, files, etc.; and
- H. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC:	CC:	Class No:
WC:	Pay:	EEOF:	Resolution:	