Job Summary:

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the City Attorney's Office; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Administrator.

Scope of Responsibility:

Incumbent has a high degree of understanding of department and functional operations and is able to work with considerable initiative. Working with senior management guidance, incumbent establishes department policy and procedure and makes tactical decisions that can effect the entire department, with the potential to have a major effect on the City. Incumbent's decisions can have a significant financial impact on the overall organization. Incumbent solves complex technical problems, which can have significant impact on the entire organization. Incumbent must have the ability to exercise discretion regarding confidential matters. Incumbent provides supervision and training to all higher-level management positions within the department.

Essential Duties and Responsibilities:

1. Supervises Employees
   1.1. Selects, trains, motivates, and evaluates City Attorney's Office personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
   1.2. Plans, directs, and coordinates, through subordinate level managers, the City Attorney's Office work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.

2. Department Operations
   2.1. Manages the development and implementation of City Attorney Office's goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
   2.2. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of changes.
2.3. Coordinates City Attorney's Office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Administrator, Assistant City Administrator, and City Council; prepares and presents staff reports and other necessary correspondence.

2.4. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to Finance and Administrative Services Department programs, policies, and procedures as appropriate.

2.5. Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law.

2.6. Responds to and resolves difficult and sensitive citizens inquiries and complaints.

2.7. Represents the City Attorney's Office to other City departments, elected officials and outside agencies; explains and interprets City Attorney's Office programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues.

2.8. Assumes full management responsibility for all City Attorney Office's activities including civil litigation, prosecution of misdemeanor criminal offenses in City and State courts, advising City officials and City Council on legal issues pertaining to their proposed actions, and preparing appropriate City ordinances, resolutions, and other legal documents.

3. Financial

3.1. Manages and participates in the development and administration of the City Attorney's Office budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approve expenditures; directs the preparation of and implement budgetary adjustments as necessary.

4. Legal

4.1. Provides legal advice and opinions to the City Administrator, Assistant City Administrator, Department Directors, City employees, City Council, and City boards and commissions, as required; advises staff and officials on the legal requirements and consequences of proposed actions; conducts on-going legal research in connection with legal issues pertaining to the City.

4.2. Represents the City and its boards, commissions, and agents in legal proceedings before courts, administrative agencies and boards, and arbitrators including preparing pleadings, conducting legal research, preparing briefs and memoranda, appearing in court, and negotiating with other parties.

4.3. Represents City management on labor issues; participates in collective bargaining on behalf of City management; participates in contract interpretation and administration; represents the City in grievance and labor and contract arbitration.

4.4. Analyzes, reviews, and drafts proposed legislation for both the City Council and the State Legislature; performs legislative lobbying for the City.

4.5. Analyzes, reviews, and drafts contracts that bind or obligate the City; provides legal opinions and recommendations to ensure the City is properly and effectively represented in such matters.

4.6. Monitors and assists in legal work performed by outside attorneys retained to represent the City in various cases.
4.7. Attends City Council meetings; serves as parliamentarian for City Council.

5. Performs other duties as assigned.

**Minimum Qualifications:**

Qualifications include a juris doctorate from an accredited law school, and seven years or more of increasingly responsible experience in municipal or other government law, with five of those years in management and supervisory responsibilities, or the equivalent. Membership in the Montana State Bar and license to practice law in the state and federal courts is required.

**Physical Demands & Working Conditions:**

Work is a normal office environment. Intermittent effort involving lifting of amounts between 5 and 25 pounds is required. Work requires high attention to detail and deadlines between 45% and 70% of the time. Incumbent may be exposed to disagreeable elements on an intermittent basis including, dealing with angry people, threats of injury or assault, violence, or offensive language. Driving is required frequently.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise. The City retains the discretion to add duties or change the duties of this position at any time.

Curtis L. Bevolden
Deputy City Attorney