



City of Des Moines, Washington

JOB DESCRIPTION



CITY ATTORNEY

Regular, Full-time

Salary Grade: D-42
FLSA Status: Exempt

Union Status: Non-represented
EEO Category: Officials and Administrators

Nature of Work

The City Attorney is responsible for a wide variety of professional legal duties which include providing services for all departments and governing bodies of the City. The City Attorney performs a variety of complex, high-level administrative, technical and professional work in managing and overseeing the civil obligations of the office and the prosecution of crimes, civil litigation and the preparation of legal documents. The City Attorney serves as senior legal advisor to City officials as to the legal rights and obligations of the City, and practices other areas of applicable local, state and federal law. The City Attorney serves as a member of the Management Team and participates in the recommendation of strategic direction for the City.

The City of Des Moines is the client of the City Attorney as it pertains to any legal matter involving the City. As such, the City Attorney may not undertake representation of any client as a private attorney if such representation would pose a conflict to the interests of the City. The incumbent is expected to exercise professional judgment and to act in an ethical manner such as to avoid the appearance of impropriety.

Essential Functions

- Manages and oversees the Legal Department of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Represents or oversees the representation of the City in all civil litigation brought on behalf of or against the City.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates departmental activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads; attends meetings with councils, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures in assigned areas to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions and opinions; assigns duties and oversees production to assure a high quality work product.

Supervision Received and Exercised

- Works under the broad policy guidance of the City Manager.
- Exercises supervision over all staff of the Legal Department, either directly or indirectly through supervisors.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Working knowledge of City, state and federal laws.
- Working knowledge of court rules.
- Working knowledge of the Des Moines Municipal Code, Personnel Manual and other rules, policies, plans, etc., of the City.
- Working knowledge of methods of legal research, including web-based legal research.
- Working knowledge of municipal government structure and operations and the relationship of municipalities to other jurisdictions.
- Thorough knowledge, understanding and appreciation for the Rules of Professional Conduct.
- Ability to participate in deliberative proceedings and to render effective legal counsel as required.
- Ability to analyze, appraise, and organize facts, evidence, and legal authorities.
- Ability to establish and maintain satisfactory relationships with officials, employees, general public, courts, and other governmental jurisdictions.
- Ability to be analytical, logical, and innovative.
- Ability to attend night meetings.
- Skill in case presentation, both orally and in writing.

Education and Experience Requirements

- Graduation from an American Bar Association (ABA) accredited law school; must be a member of the Washington State Bar Association.
- Prior work or life experiences sufficient to demonstrate maturity of judgment and ability to work under pressure.
- Ten or more years of progressively responsible related experience in civil and/or criminal litigation in a municipal environment, as well as supervisory experience. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Special Requirements

- Current license to practice law in the State of Washington.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.

- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in an office setting. Attendance at night meetings is required. Occasional travel to off-site locations is required, subject to driving a vehicle to conduct work.
- Mental Activities: The position requires continuous decision making, discretion, problem analysis, and the ability to read, understand, write, and speak English; frequent interpersonal skills, teamwork, customer service, negotiation, and independent judgment and/or action; occasional creativity; and rare training/supervising, presentations/teaching, mentoring, and performance of basic and advanced math.
- Physical Activities: The position requires frequent talking, hearing, and repetitive motion of hands and wrists; occasional standing, walking; sitting, reaching, and handling; rare stooping, crawling, fingering, feeling, bending, kneeling, climbing, grasping, and repetitive motion of feet. Must be able to push, pull, lift, and carry ten pounds.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.