



JOB DESCRIPTION

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| JOB TITLE: | City Attorney |
| DEPARTMENT: | Administration |
| CLASS TYPE: | Administrator |
| REPORTS TO: | City Council / City Manager |
| FLSA/STATUS: | Regular/Full-time, Exempt |

Reporting to the City Manager, the City Attorney acts as chief legal advisor to the Mayor and Council, City Manager and department directors; provides legal opinions and strategy, minimizes risk and liability, manages legal issues and represents the City in administrative proceedings and legal actions.

ESSENTIAL JOB FUNCTIONS:

Duties include but are not limited to the following:

- Researches, prepares and litigates civil lawsuits for the City and prosecutes violators in Municipal Court.
- Plans, directs, reviews and evaluates the staff and functions of the City Attorney including professional civil and criminal legal work, legal counsel and education, technical and legal documents, legislative assistance and representation before courts, boards and administrative hearings; assures the legality of City operations, protects the legal rights of the City and reduces liability risk.
- Serves as chief legal advisor to the Mayor, City Council and City Manager; attends public meetings to provide legal advice and information, and presents findings, recommendations and effective solutions.
- Exercises independent judgment within broad policy guidelines; evaluates complex legal issues and recommends and implements solutions to minimize risk and safeguard the City's operations.
- Manages the case preparation and resolution of litigation, negotiations, settlements, prosecutions and other municipal legal proceedings; develops legal assessments and strategies; conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.
- Reviews, approves and negotiates legal issues; assures that legal issues are resolved within City policy; reviews and evaluates City decisions, policies, regulations, claims, civil actions and other legal matters; assures effective communication of legal issues and strategies with the City's core management team.
- Researches and creates City Ordinances.
- Supports the departmental operations with regular and timely attendance.
- Supports the relationship between the City of Forest Hill and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Shows a commitment to serve the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Duties, powers, authorities and limitations of a City Attorney.

- State of Texas criminal and civil statutes, rules, administrative orders, policies and procedures and applicable Federal rules and regulations.
- Texas judicial procedures and rules of evidence.
- Legal precedents and court decisions impacting municipal government.
- Principles and protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal hearings.
- Legal case management procedures, ethics and techniques.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, performance management and employee supervision.
- Principles and practices of legal, ethical and professional rules of conduct.
- Current political and economic trends in municipal, state and federal government.
- Local community issues and regional community resources available to citizens.
- Performs other duties as assigned or required.

Skilled in:

- Assuming executive-level responsibilities, projecting consequences of proposed actions and making appropriate decisions, while assuring compliance with City goals and objectives.
- Directing and coordinating the operations of the City Attorney's Office.
- Analyzing complex legal and administrative issues, interpreting laws and regulations, evaluating alternatives and developing recommendations, strategies and operational improvements.
- Litigating cases in legal hearings and courtrooms, negotiating agreements and mediating complex issues.
- Interpreting and applying criminal and civil laws to information, evidence and other data compiled.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Reviewing and assessing legal issues and documents.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships and open communications with City employees, law enforcement agencies, court and justice representatives and advocate groups.
- Communicating effectively verbally and in writing.

REQUIRED TRAINING AND EXPERIENCE

Juris Doctorate Degree is required AND seven years' experience in a public sector legal practice, including experience with criminal and civil law, preferably in the State of Texas.

A valid Texas State Driver's License is required. Must be a member of the Texas State Bar Association, licensed to practice law in the state of Texas and eligible to be licensed in the Federal District Court for the Western District of Texas and Federal 5th Circuit Court of Appeals, and remain active with all Texas Bar annual requirements.