

CITY OF WOODLAND PARK JOB DESCRIPTION



**TITLE: CITY ATTORNEY
DEPARTMENT: LEGAL SERVICES
GRADE: NONE**

SUMMARY: Serves as in-house City Attorney providing legal counsel to the City Council, City Manager and all City departments. Under general supervision and with minimum guidance, the incumbent provides legal advice, reviews contracts and documents, drafts contracts and ordinances, and represents the City before various bodies to include court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and supports a positive, collaborative culture within the City organization as a whole, fully embracing the core values statements espoused by the City.
- Advises City Council, City Manager, City Staff, and City boards regarding legal aspects of issues; consults with others about general policy and strategic aspects of a problem and collaborates in developing solutions.
- Oversees litigation brought by or against the City, including monitoring, determining strategy and reviewing/revising documents; determines if City should bring a lawsuit or use alternate means to resolve a conflict.
- Researches/writes ordinances, resolutions, Personnel Policy Manual sections and other policies for Council adoption; researches, reviews and revises/writes departmental policies, including Police Department General Orders.
- Develops or reviews procurement procedures, answers procurement questions, reviews/approves contracts for construction, professional services and goods; reviews contracts for acquisition of interests in land (except easements, deeds).
- Provides legal counsel to City departments for application of employment laws and City policies to particular situations, especially regarding investigations of employee actions and discipline.
- Prepares/reviews documentation on land use, land development and planning for the City.
- Provides legal counsel pertaining to CORA and Sunshine Law requirements.
- Manages the municipal prosecutor contract.
- Prepares/reviews correspondence or other documents regarding the City's position on significant, controversial or confidential matters.
- Establishes and maintains effective working relationships with citizens and co-workers.
- Attends City Council meetings, executive sessions, work sessions, and various City boards, committees, and commissions upon request of City Council or the City Manager.

ADDITIONAL RESPONSIBILITIES

- Performs other duties and special projects as requested by the City Council or City Manager.

SUPERVISION RECEIVED

This position is appointed by and reports to the City Council.

SUPERVISION EXERCISED

None.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Requires a Juris Doctorate degree.
- Requires five years' experience as a city attorney or closely related experience.

Certificates or licenses:

- Requires a licensure to practice law in the State of Colorado.

Necessary Knowledge, Skills and Abilities:

- Possesses knowledge of current court rulings, legal trends, budgetary principles, managerial principles, and City rules and regulations.
- Operates honestly and ethically. Able to build trust. Consistent in action and word. Ability to keep commitments.
- Champions the change process.
- Strives to improve the processes, efficiency, and effectiveness of operations with an eye toward cost effectiveness.
- Be able to obtain the following ICS Certifications: IS-100 & IS 700 within 12 months of employment.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand this job description.

Employee Signature

Date