



JOB DESCRIPTION

Title: City Attorney

Department: Administration

Reports to: City Administrator

Pay Grade: 84

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Appear in court on behalf of City. Negotiate and prepare contracts. Conduct legal research. Provide legal advice to City staff, elected officials, appointed boards, and others. Draft City ordinances, resolutions, administrative policies, and other legal documents.

Essential Functions:

1. Appear in court on behalf of the City. Communicate with judges, witnesses, jury, and opposing counsel so that City's position is clearly understood and accurately recorded. Read evidentiary documents; observe physical sites and demonstrative evidence.
2. Negotiate and prepare City contracts. Determine specifications, considerations, and contract issues through contact with staff, elected officials, appointed boards, and others. Review supporting documentation. Meet with contracting entity as appropriate to establish positions, negotiate issues, and considerations. Prepare correspondence and other documents concerning contract terms. Draft, prepare, review, and approve final contract documents as to form.
3. Conduct legal research, analyze legal issues, and provide legal advice. Identify legal issues. Locate source materials; read and analyze statutes, case law, ordinances, legal reference material, and legal correspondence; prepare and provide a written memorandum, pleading, or brief setting forth legal analysis. Communicate the legal analysis to the appropriate party. Attend City Council, BPW Board Meetings, Appointed Board Meetings, and other City meetings as required.

4. Draft City ordinances, resolutions, administrative policies, and other legal documents. Communicate with staff, elected officials, appointed boards, public, and others to gather necessary information, determine needs, limitations or provisions of said documents. Prepare memoranda related to said documents; present analysis of proposed documents; and review final documents for form.
5. Perform a variety of legal tasks including drafting, interpreting, and advising on a number of issues including, but not limited to: American with Disability Act, building codes, civil rights, condemnation, contracts, easements, elections, eminent domain, environmental affairs, fire and emergency services, health, interlocal agreements, law enforcement, liquor licenses, property and real estate, personnel law, right-of-way, solid waste, taxes and assessments, tort claims, utilities, worker's compensation, and zoning.
6. Testify concerning legislative matters. Research and prepare written testimony and legislation. Present testimony to legislative committees.
7. Assist in the drafting and monitoring of local, State, and federal grants.
9. Advise City Administrator, Department Heads, Supervisors, City Council, and Board of Public Works Board on employee disciplinary issues and employment law issues.
10. Assist in the negotiation of contracts, including union contracts.
11. Attend professional development conferences, seminars, and classes.
12. Attend City Council and BPW meetings.
13. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
14. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
15. Keep confidential information confidential.
16. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
17. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with whom interaction is required to accomplish work and employer goals.
18. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
19. Perform other work which is consistent with the essential functions of the job.

20. Perform other duties as assigned.

Education and Special License(s)/Certifications:

Juris Doctor Degree from an accredited law school.

Licensed to practice law in the State of Nebraska.

Experience:

Three (3) years of legal work in municipal government, or an equivalent level of experience preferred. (Breaks in service of no more than ninety (90) days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

Skills:

1. Legal research skills.
 2. Effective oral and written communication skills.
 3. Good listening skills.
 4. Ability to perform basic math and accounting skills.
 5. Organizational skills.
 6. Analytical skills.
 7. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 8. Manual dexterity.
 9. Ability to work in environment with constant interruptions.
 10. Good typing and data entry skills.
 11. Reading.
 12. Good customer/public relations.
 13. Ability to work independently.
 14. Working knowledge of word processing, email, and calendaring computer software applications.
 15. Excellent interpersonal skills.
 16. Excellent grammar, punctuation, spelling, and proofreading skills.
 17. Supervisory and leadership skills.
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Mental Requirements:

1. Ability to write perceptively, coherently, thoroughly, and succinctly.
2. Ability to communicate effectively with staff, elected officials, and others.
3. Ability to argue orally.
4. Ability to evaluate positions and to negotiate.
5. Ability to understand the legislative process and the elements necessary to enact a constitutional and otherwise unassailable law.
6. Ability to organize files and retrieve data effectively.
7. Ability to learn and understand PC software applications.
8. Alpha and numeric recognition.
9. Ability to prioritize work.
10. Logical reasoning.

11. Patience.
 12. Ability to carry out assignments through oral and written instructions.
 13. Concentration.
 14. Accounting principles.
 15. Ability to compute basic math computations.
 16. Ability to work on several projects at once.
 17. Ability to work under distracting conditions.
 18. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 19. Ability to train and guide others.
 20. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 21. Ability to analyze complex problems and recommend possible solutions.
 22. Ability to multi-task.
 23. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
 7. Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions.
 8. Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, public, and others.
 9. Ability to conduct/attend intense and lengthy negotiation sessions.
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Supervisory Responsibility (Direct and Indirect):

None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date