



<b>CLASSIFICATION TITLE:</b> City Attorney	<b>JOB NUMBER:</b> 7030	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> City Manager	<b>PAY GRADE:</b> 34	<b>FLSA STATUS:</b> Exempt "At-Will"

## GENERAL SUMMARY

Performs complex executive work planning, organizing and delivering of legal advice and services to the City by establishing goals and objectives within the policy directives set forth by the City Council, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Manager ("supervisor"). The City Attorney acts as the legal advisor and advocate for the City, its employees and elected officials. Departmental supervision is exercised over assigned personnel.

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Prepares legal opinions and provides legal advice to City Manager, City Council, City departments and the City's various boards, commissions and committees in handling the legal business.
- Reviews and approves all City Council agenda items.
- Oversees the City's compliance with the Washington Public Records Act; analyzes and processes public records requests.
- Prepares, reviews and approves all contracts, deeds and other legal documents related to City business.
- Supervises litigation involving the City of Richland; represents the City in all civil litigation at the trial and appellate levels by investigating facts, determining applicable law, assessing likelihood of success and settling or litigating

accordingly; able to proactively assess risk and provide recommendations based on legal analyses and overall Council goals and priorities.

- Represents the department at City Council and other committees and board meetings to present the department's and overall City-wide plans, accomplishments, actions and to discuss the development and implementation of programs.
- Analyzes City's general liability issues; coordinates legal services.
- Responds to public inquiries and concerns on a variety of issues to maintain positive community, customer and employee relations for the department and the City.
- Develops and maintains productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
- Manages the City's Risk and Safety Program and ensures compliance with applicable State and Federal regulations.
- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates, and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment, and promotions according to established guidelines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Comprehensive municipal law, including torts, contracts, land use, solid waste, labor law, transportation, criminal law, constitutional law, government/administrative law and municipal finance.
- Theory, structure and practice of municipal law, particularly as it applies to the Council-Manager form of government.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff.
- Civil and criminal litigation and appellate techniques.
- Principles and practices of budget development and administration.
- Research methods and report writing techniques.
- City organization, operations, policies and objectives.
- Complex legal record-keeping techniques and requirements.

**Skills and abilities to:**

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures, and apply legal and technical language.
- Plan, direct and coordinate comprehensive legal services for the City.
- Provide counsel to the City Manager, Council, staff, committees and commissions.
- Provide legal advice to guide City policies, decisions and activities.
- Represent the City at various court levels and tribunals in criminal and civil litigation.
- Draft and interpret City ordinances and resolutions.
- Negotiate real property acquisitions.
- Practice law, identifying legal opportunities to accomplish the City's objectives.
- Resolve conflicts and gain cooperation among conflicting groups.
- Design and execute effective trial and appellate strategies in complex cases.
- Develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
- Understand the City's political environment and sensitivities.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.

**SPECIAL REQUIREMENTS**

- Current member of the Washington State Bar Association.
- Valid driver's license.

**EDUCATION AND EXPERIENCE**

Juris Doctorate degree with admission to practice law in the State of Washington and six (6) or more years of experience in criminal and civil matters, land use, transportation, and general municipal law, including two (2) years in a supervisory or management capacity, or equivalent combination of education and experience.

**COMPETENCIES****Executive**

- Manage to the future: Understands and communicates a clear vision and path to the future and takes appropriate steps to guide the organization in that direction.
- Have a global perspective: Recognizes and addresses issues that are outside departmental or municipal scope. Views issues without any preset biases or limitations. Takes information objectively, utilizing a broad framework in discussing and formulating opinions on current topics. Sees the "big picture."

- Display political and business acumen: Manages operations and initiatives with an understanding of the agendas and perspectives of others. Recognizes and balances the interests and needs of one's own group in the context of the broader organization and community. Effectively translates business terms into concepts that can be understood by the organization and the public.

### **Managerial**

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

### **Supervisory**

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

### **Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below 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.*

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and frequently standing, walking, sitting and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Authorization (for Archive)**


*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 classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

  
\_\_\_\_\_  
**Human Resources Director**

  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Department Head**

  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**City Manager or Authorized Designee**

\_\_\_\_\_  
**Date**