

PROVO CITY CLASSIFICATION SPECIFICATION

Title: City Attorney	Job Code: 4101
Date: November 16, 2016	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is professional legal services work as City Attorney for the City of Provo and as the Director of the City's Legal Department.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the Mayor for the lawful, efficient, and effective direction and production of legal work and performs all duties under his/her general administrative direction. The position is distinguished from lower level positions by its full administrative charge of the Legal department.

ESSENTIAL DUTIES: Consult with and provide legal opinion and advice to the Mayor and City Administration, Municipal Council, departments, boards, commissions, and other agencies in relation to their duties and business of the City; act as chief resource for subordinates and departments on complex and difficult legal matters; meet with the public, press, citizens, and groups and handle questions and complaints; research or direct research of issues and questions and respond with current and valid legal direction; analyze Federal, State, and local legislation; maintain knowledge and skill levels in current case decisions and legislation; direct activities and strategy of the Legal Department; prepare for trial and represent City in court or administrative tribunals on various issues and business matters; oversee prosecution of all charges of violations of the Provo City Code and municipal ordinances and of all actions and appeals involving the City; oversee any outside legal Counsel retained by the City to handle litigation or special matters; prepare and supervise the preparation, review, and enacting of legal opinions, briefs, memorandums, pleadings, motions, orders, affidavits, and so forth; oversee negotiations of various leases, sales, acquisitions, and settlements.

Oversee staff to ensure quality and quantity standards are met; adjust priorities, schedules, and assignments to ensure efficient operation and meeting of deadlines; train, supervise, and assist attorneys and para-professionals in performing their duties; supervise approval as to legal form all contracts entered into by the City and all ordinances and resolutions presented to the Mayor or Municipal Council; develop and implement office policy and ensure compliance; conduct performance evaluations and enact discipline or rewards as needed; make staffing decisions including hiring, firing, and training; oversee generation and maintenance of records and files; ensure a current legal library is available to staff and departments; prepare and submit timely reports; oversee preparation and submission of the department budget and monitor and approve expenditures and purchases; perform duties of lower level staff and other duties as needed.

MINIMUM REQUIREMENTS: Juris Doctorate degree from an accredited law school; and eight (8) years of legal experience as a practicing attorney, including four (4) years of which must have been in a municipal or related field with extensive supervisory experience.

License(s). Must possess a valid, lawful driver's license; maintain active membership in the Utah State Bar Association, including admission to practice before all state courts and the U.S. District Court for the District of Utah.

SELECTION FACTORS: *Knowledge of:* the principles and practices of Civil Law and Criminal Prosecution as required by the City Attorney's Office and the position; applicable judicial procedures including Rules of Evidence, Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, etc.; criminal codes and other laws, rules, and regulations; ethical principles; modern supervisory and management techniques; principles of budget planning and preparation. *Skill in:* litigation and trial advocacy; conducting legal research; legal writing, including briefs and memos; analyzing and evaluating complex legal cases and issues and in guiding research and trial strategies; the effective presentation of cases in Federal and State Court; observing and remembering details, including complex court cases and rulings; practicing behaviors that build trust with others. *Ability to:* exercise independent judgement while evaluating situations and in making determinations; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public, the press, and parties affected by the court, the Administration, and these processes; deal with stressful situations firmly, tactfully, and with respect for individual rights; maintain effective working relationships with the citizens from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved in the enforcement of ordinances; train, supervise, evaluate, organize, schedule, and improve the work of subordinates; effectively counsel, persuade, and inform others; demonstrate respect, integrity, courtesy, and kindness at all times; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, telephone, copy machine and other office equipment, and legal books.

PHYSICAL DEMANDS: This work requires remaining seated at a computer desk and maintaining concentrated attention to detail for extended periods of time. Requires court appearances and depositions in public and private buildings. Exposure to stressful situations including strict deadlines, broad objectives, and dealing with individuals in highly emotional states.

ENVIRONMENTAL FACTORS: Work is performed inside in an environmentally controlled building. Work may expose incumbent to unknown, dangerous, and/or hostile conditions.

Note: Employees occupying positions within this classification are prohibited from carrying out any private law practice which would potentially generate a conflict of interest and/or representing a party in an adversarial relationship with Provo City. Private professional endeavors are subject to review by the Administration for approval.

Robert D. West 11-9-2016
Department Director Date

[Signature] 11/16/16
Mayor/Chief Administrative Officer Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.