



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## JOB DESCRIPTION

GENERAL INFORMATION		
JOB TITLE	PAY GRADE	DEPARTMENT
Municipal Attorney	Contract	Law
CLASS CODE NUMBER	EFFECTIVE DATE	REPLACES JOB DESCRIPTION DATED
1040	April 19, 2024	January 23, 2024
FLSA DESIGNATION, SELECT ONE		IF UNION-REPRESENTED, SELECT ONE
<input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		<input type="checkbox"/> ASEA <input type="checkbox"/> PSEA <input type="checkbox"/> IBEW <input type="checkbox"/> IAFF

PRIMARY PURPOSE OF JOB
<p>Serves as the City and Borough of Sitka's ("CBS") legal counsel and risk manager providing legal advice to the Assembly, Mayor, Administrator, and all departments on legal matters and performing the day-to-day legal work of CBS. The Municipal Attorney is hired by the Assembly. The work is performed under their general direction and supervision. The work is performed independently and based on technical expertise with discretion subject to compliance with the law. The Municipal Attorney directly supervises one administrative support employee in the Legal Department. In the absence of the Municipal Administrator, this position may be required to temporarily fill in and assume full responsibility for the duties of the Administrator.</p>

ESSENTIAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Oversees and mitigates where possible legal risks to protect CBS's interest</li> <li>Plans, organizes, and directs the daily operations and strategic planning of the Legal Department; prepares the annual budget for the Legal Department; monitors and approves expenditures to maintain spending within allocated budget</li> <li>Advises and confers with the Assembly, Mayor, Administrator and all departments on all legal matters and in regard to their official duties, responsibilities and legal services needs</li> <li>Attends all Assembly meetings and work sessions of the Assembly as legal advisor</li> <li>Prepares or supervises the preparation of legal documents including, but not limited to, ordinances, resolutions, contracts, leases, agreements, property documents, memorandums of understanding, franchises, court filings, or other legal documents as requested</li> <li>Represents CBS in civil and criminal matters coming before any court or administrative agency</li> <li>Acts as prosecutor in litigation and defends civil matters and violations of municipal ordinances not handled directly by the Police Department or the State of Alaska including some violations and minor offenses</li> </ul>

- Provides legal advice to Assembly when it is convened as quasi-judicial body such as board of equalization, board of adjustment, any other appeal process authorized under the Sitka General Code
- Hires and supervises the work of outside counsel or legal consultants retained by CBS for various legal matters; works with insurance companies responsible for coverage for any claims or potential claims
- Prepares or supervises the preparation of formal and informal legal opinions upon request of the Assembly, Mayor, or Municipal Administrator
- Represents CBS when attending various meetings with different stakeholders where CBS legal rights or exposure are or may be implicated
- Maintains the confidentiality of privileged matters balanced by the public's rights regarding Open Meetings Act and Public Records Act
- Provides legal advice regarding proposed federal and state legislation or regulations effecting CBS
- Responds to legal inquiries by the public made to the Assembly, Municipal Administrator, departments, and boards/commissions/committees as requested; does not provide direct legal advice to the public
- Performs other related duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

##### Knowledge of:

- General legal principles, processes, and procedures
- Administrative agencies and judicial court practices and procedures, at all levels
- Federal, state, and local statutes, regulations, and procedures regarding municipalities and local governments
- Open Meetings Act and Public Records Act
- Civil and criminal law principles, processes, and procedures

##### Skills in:

- Legal research, including electronic research
- Drafting legal opinions and documents
- Use of typical administrative and law office software programs
- Trial/litigation/appellate and administrative law advocacy
- Organizational skills to manage many complex tasks simultaneously

##### Ability to:

- Communicate effectively and succinctly, both orally and in writing, when discussing or explaining complex legal matters in a manner meaningful to non-lawyers
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines and changing priorities
- Establish and maintain effective working relationships with Assembly, Mayor, Administration, departments, co-workers, representatives of other governmental agencies, and the public

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited law school and;
- Extensive experience in the practice of law required, both civil and criminal; experience in municipal or governmental law desired

### **OTHER JOB REQUIREMENTS OR EXPECTATIONS**

- Must be a member in good standing of the Alaska Bar Association
- If not licensed to practice law in Alaska, be eligible to become a member by reciprocity or within 3 months of beginning of employment
- Maintain membership with the Alaska Municipal Attorneys Association

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

#### Working Conditions:

- General office environment

#### Specific Physical Requirements:

- Sitting or standing for long periods of time
- Working in front of computer screen for long periods of time
- Some walking, lifting (up to 15 pounds), bending, and reaching during the work day

#### General Physical Requirements:

- Sufficient clarity of speech and hearing which permits the employee to communicate effectively
- Sufficient vision which permits the employee to review a wide variety of written correspondence, reports, and related material in both electronic and hardcopy form
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations
- Sufficient personal mobility which permits the employee to visit various and other work stations and attend a wide variant of meetings within CBS and out of area

**JOB DESCRIPTION APPROVAL – CITY AND BOROUGH OF SITKA**

This job description has been reviewed and approved.

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

Denise Salter

Digitally signed by Denise  
Salter  
Date: 2024.04.19 15:46:21  
-08'00'

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_

John M. Leach

Digitally signed by John M.  
Leach  
Date: 2024.05.07 08:35:01  
-08'00'

MUNICIPAL ADMINISTRATOR SIGNATURE: \_\_\_\_\_

**JOB DESCRIPTION EMPLOYEE ACKNOWLEDGEMENT – FOR HUMAN RESOURCES USE ONLY**

I have read and understand this job description, which describes the primary purpose, duties, responsibilities, working conditions, and physical requirements of this position.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_