

City and Borough Sitka, Alaska

Class Specification

Class Title	Municipal Attorney
Class Code Number	1040
FLSA Designation	Exempt
Pay Grade and Range	41
Effective Date	September 2010

General Statement of Duties

Serves as the City and Borough of Sitka's legal counsel, responsible for legal matters involving the City and Borough of Sitka; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as legal counsel and to provide legal advice to the Assembly, Administrator and municipal personnel on legal matters involving the City and Borough of Sitka. The Municipal Attorney prepares ordinances, resolutions, contracts, agreements, property documents, court filings, and other legal documents. The Municipal Attorney also prosecutes violations of municipal ordinances not handled directly by the Police Department, and related legal matters, including certain criminal charges. The Municipal Attorney also defends the City and Borough of Sitka in court and adjudicatory cases. The work is performed under the direct supervision of the Assembly, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employee(s) in the class of Legal Assistant or Paralegal. An employee in this class performs the duties of other employees in the City and Borough's Administration as required or as assigned by supervisory personnel. In the absence of the Administrator or designee, an employee in this class will temporarily assume full responsibility for duties of this position. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs the organization, structure, activities and operations of the Legal Department;
- Advises the City and Borough Assembly, Mayor, Administrator and all departments on legal matters;
- Prepares municipal ordinances, resolutions, contracts, agreements, property documents, court documents, and related legal documents in coordination with the Administrator, Mayor and City and Borough Assembly;
- Prosecutes and defends all civil actions involving the City and Borough;
- Manages department work, project and personnel activities of the Legal Department;
- Maintains the confidentiality of privileged matters, balanced by the public's rights regarding Open Meetings Act and Public Records Act;
- Serves as Parliamentarian for Assembly meetings;

- Directs the strategic planning, policy development and data collection and reporting activities of the Legal Department;
- Confers with municipal department heads, other supervisory personnel, and municipal staff or officials as needed to discuss, identify and assess legal services needs and provide appropriate advice and counsel;
- Performs legal research on legal matters impacting or involving the City and Borough;
- Assists with the state, federal and municipal legislation effecting the City and Borough;
- Develops recommendations for enhancing the municipal legal service operations in collaboration with the Mayor and Assembly members;
- Prepares Legal Department budget;
- Prepares and supervises the preparation of formal and informal legal opinions upon request of the City and Borough Assembly and Mayor, or as appropriate;
- Attends meetings with the Mayor, Assembly, Administrator, department and division heads, other City and Borough employees, and members of boards, commissions and committees, in which the legal matters of the City and Borough are or may be implicated, including matters relating to personnel, unions, equal employment opportunity, planning, zoning, economic, law enforcement, civil rights, public health and safety, environmental protection and remediation and similar issues;
- Hires and works with outside counsel on such specialized issues as municipal bond issues, Assembly conflict issues, initiatives/referendums, public utilities regulation, and litigation;
- Drafts or reviews the drafting of all contracts, deeds, leases, other property documents, releases, agreements, memorandums of understanding, franchises and other legal documents for the City and Borough as requested;
- Decides major legal questions in litigation, claims, contracts, property matters and other legal matters;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Departments and municipal employees and officials, State and Federal Officials, outside legal counsel and the public.
- Municipal Attorney does not provide direct legal advice to the public or citizens, but handles such inquiries through members of the Assembly, boards/commissions/committees, Administrator, Departments, or municipal employees;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge and Abilities

- Comprehensive knowledge of City and Borough ordinances, resolutions and administrative decisions;
- Comprehensive knowledge of legal practices and procedures;
- Comprehensive knowledge of appellate practices and procedures;
- Comprehensive knowledge of local and State laws and procedures regarding misdemeanors and violations handled by the Municipal Attorney;
- Comprehensive knowledge of municipal law, litigation, torts, contracts, civil rights, administrative processes, collective bargaining, and real property;
- Comprehensive knowledge of the principles, practices, methods, materials and references utilized in legal research, including electronic legal research;
- Comprehensive knowledge of State and Federal statutes and regulations pertaining to municipal governments;
- Thorough knowledge of the practices, procedures and operations of the City and Borough's departments and divisions;
- Ability to negotiate and to persuade others, including both individuals and groups;

- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks, including Excel and Word,;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Law Degree; and
- Extensive experience in public law practice.

Required Special Qualifications
--

- Alaska Bar membership;
- Continuing Legal Education preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, 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, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit various and other work stations in the City and Borough and attend a wide variety of meetings within the City and Borough and out of the area.

• • • END • • •