



City of Irving Job Description

City Attorney

FLSA Status:	EXEMPT	Job Department:	City Attorney's Office
Job Code:	1211	Reports To (Job Title):	Mayor/City Council

PURPOSE

To plan, direct, and participate in the provision of complex legal services to the Mayor, City Council, City Manager, City department directors and staff members, and various boards and commissions. Also, to direct the City Attorney's Office and outside counsel hired by the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Advise Council Members, City Manager, City employees, and associated boards and commissions on legal matters, including conducting legal research and preparing legal opinions.
- Attend City Council meetings in order to give advice, brief on specific legal issues, and present new ordinances or courses of action.
- Develop, plan, implement, and monitor department goals and objectives, budget, administration, work plan, and staff assignments, including functionally supervising Assistant City Attorneys.
- Directly supervise Deputy City Attorney, including assigning and reviewing work, conducting performance reviews, and participating in interviewing, hiring, and discipline.
- Draft, review, and update legal documents, including ordinances, resolutions, and amendments.
- Provide legal representation to any officer or employee of the City in any action arising from the performance of official duties.
- Supervise reviews and responds to open records requests, including requests for an Attorney General opinion.
- Represent the City before trial and appellate State and Federal Courts and State and Federal regulatory bodies, including supervising litigation-related activities.
- Coordinate activities with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Respond to communications from the public relating to legal matters affecting the City.
- Perform related duties as required.

OTHER DUTIES AND RESPONSIBILITIES

- Provides training on legal matters to various departments.
- Attends legislative sessions to represent and promote the interests of the City.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 14 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer a departmental budget of \$1,889,000+ annually.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Juris Doctorate from an accredited law school.

EXPERIENCE

- Over ten (10) years of experience of professional legal experience in municipal law including five (5) years supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.
- License to practice law before U. S. District Court and U. S. Circuit Court of Appeals.

KNOWLEDGE OF

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Legal Research: Resources and techniques, including electronic research tools.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, filing and records management systems, form design principles, and other office procedures and terminology.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

SKILLS AND ABILITIES IN

- Persuasion: Persuading others to approach things differently.
- Negotiation: Bringing others together and trying to reconcile differences.
- Writing: Communicating effectively with others in writing as indicated by the needs of the audience.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Coordination: Adjusting actions in relation to others' actions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Reading Comprehension: Understanding written sentences and paragraphs in work-related documents.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Active Learning: Working with new material or information to grasp its implications.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Social Perceptiveness: Being aware of others' reactions and understanding why they react the way they do.
- Synthesis and Reorganization: Reorganizing information to get a better approach to problems or tasks.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Writing Comprehension: Reading and understanding written information and ideas.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Speech Recognition: Identifying and understanding the speech of another person.
- Fluency of Ideas: Developing a number of ideas about a given topic. This concerns the number of ideas produced and not the quality, correctness, or creativity of the ideas.
- Originality: Developing unusual or clever ideas about a given topic or situation or develop creative ways to solve a problem.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

GUIDANCE RECEIVED

City Mission and Goals

Makes decisions with guidance provided by City mission, policies and goals. Sets related goals, service objectives and priorities for at least one Department and gains approval.

CONTACTS

Interacts with Mayor; City Council; members of boards, commissions, and committees; federal legislators and state representatives; lobbyists; City personnel, including directors, managers and key support personnel; other attorneys including other municipal attorneys, outside counsel, counsel representing parties adverse to the City, and attorneys and/or staff at the State Bar of Texas; residents; professional organizations; and outside agencies.

EQUIPMENT AND PROPERTY

Personal computer, cell phone, copier with fax and scanner, label makers, calculators, and microfiche reader / printer.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, sit, smell and/or talk. Frequently, s/he is required to reach, stand, and/or walk. Occasionally, s/he must carry, drive a vehicle, and/or lift up to 10 pounds. In rare instances, s/he must balance, climb, grasp, handle, feel, kneel, lift up to 25 pounds, pull, push, and/or stoop. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

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

The employee may attend emotionally charged and/or hostile meetings. The noise level in the work environment is usually quiet. May involve inspection of project sites, accident locations, City property, and work places.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.