



City of Irving Job Description

Deputy City Attorney

FLSA Status:	EXEMPT	Job Department:	City Attorney's Office
Job Code:	24061	Reports To (Job Title):	City Attorney

PURPOSE

To provide professional legal services to the Mayor, City Council, City Management, City departments, and various City boards and commissions; review, prepare, and negotiate transactional documents; draft ordinances and resolutions; represent the City in litigation and/or before legislative and regulatory bodies; coordinate and assign litigation; provide staff assistance to the City Attorney; and supervise attorneys, paralegals, and administrative support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Advise Councilmembers, City Manager, department officials, and employees on legal questions and procedures.
- Supervise attorneys, paralegals, and administrative support staff members, including providing training, engaging in staff development, assigning and reviewing work, conducting performance reviews, and participating in interviewing, hiring, and discipline of staff.
- Attend Council meetings, Council committee meetings, Claims Board Meetings, and Department Head meetings to present items or to provide legal advice or information.
- Perform the duties of the City Attorney in his/her absence.
- Draft, evaluate, and negotiate transactional documents for the City, including counseling City departments about the contract administration process, investigating contract disputes, and developing resolutions in the interest of the City.
- Perform legal research relating to cases, statutes, and ordinances.
- Respond to difficult and sensitive citizen inquiries and complaints, including reviewing, supervising investigations, and recommending resolutions.
- Draft, review, and update ordinances, resolutions, and amendments thereto.
- Represent the City before courts and/or legislative and regulatory bodies.
- Monitor, coordinate, and assign lawsuits, including the responsibility for the strategy and effective representation of the City in lawsuits.
- Participate in departmental staff meetings and assists other attorneys to complete work.
- Coordinate with other municipal attorney offices through participation in speaking engagements and service in professional organizations.
- Perform duties of other attorneys as required.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in reviewing and recommending actions regarding department office equipment, procedures, budget, and personnel.
- Maintain current legal knowledge through attendance at continuing legal education seminars.

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 10-15 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Develop and administer a departmental budget totaling multi-millions of dollars 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

- Ten (10) years of professional legal experience, including at least five (5) years of municipal law or related experience and including at least two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Membership in the State Bar of Texas.
- License to practice before U. S. District Court and U. S. Circuit Court of Appeals.
- Appropriate valid Texas driver's license.

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 / clerical procedures and systems such as word-processing, filing and records management systems, form design principles, and other office procedures.
- 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: Convincing 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.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- 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 the reactions of others 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.
- 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.
- Speech Recognition: Identifying and understanding the speech of another person.
- 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.
- 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

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Interacts with Mayor; City Council; members of boards, commissions, and committees; federal legislators and state representatives; lobbyists; City personnel, including City management, 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, and/or talk. Frequently, s/he is required to reach, stand, walk, carry, grasp, and/or handle. Occasionally, s/he is required to lift up to 10 pounds and drive a vehicle. In rare instances, s/he must kneel, climb, push, pull, lift up to 25 pounds, stoop, smell, and/or feel. 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 low. 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.