



City of Lake Oswego, Oregon

Job Description

CITY ATTORNEY

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 670

Job Code: 1150

Class Summary

The City Attorney is chief legal counsel for the City government. The incumbent is appointed and serves at the pleasure of the City Council. Responsibilities include providing legal services to the City Council and City commissions and committees, City Manager, and other City staff. Supervision is exercised over a small staff of professional and clerical employees. Work is performed under the direction of the City Council who reviews performance through conferences, reports and observations of results obtained.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Advises City Council and City commissions and committees on matters coming before them in performance of their duties, and relevant developments in the law.
2. Advises City Manager and City departments and staff on legal affairs of the City and other agencies, and status of laws.
3. Drafts and reviews ordinances, resolutions, contracts and orders for City Council.
4. Drafts and reviews contracts, agreements, letters and other legal documents for City Manager and City departments.
5. Represents the City and its boards, commissions, committees and officers on all legal matters including appeals of City decisions.
6. Administers department; hires, supervises and evaluates personnel; prepare budget.
7. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Considerable knowledge of all areas of municipal law.
- Court processes and procedures, including at the appellate level.
- Personal computers and related software applications.

Skills and Abilities to:

- Perform legal research in complex areas.
- Communicate effectively in written and oral form.

- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

Minimum of five years in the practice of municipal law, with emphasis and experience in one or more specialty areas, such as: land use, urban renewal, real property, public meetings and records, public contracts, and civic and administrative law relating to municipal governments.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver’s license and ability to meet the City’s driving standards.

Must be able to be bonded in accordance to City standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.