APPLICATIONS ACCEPTED UNTIL FILLED

CITY ATTORNEY

Salary Range: $88,382 – $128,164

BASED ON QUALIFICATIONS

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for providing legal assistance and advice on matters pertaining to City functions and activities, and acts as the City’s legal representative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepares municipal ordinances and resolutions for consideration by the City Council. Researches legal aspects of ordinances and resolutions, prepares legal memoranda when necessary to clarify issues.
2. Provides legal opinions to the City Council, City Manager, department heads and various Boards, Trusts, Commissions and subcommittees of the City.
3. Reviews grants, contracts, agreements, bonds, insurance certificates, easements, deeds and other legal instruments.
4. Enforces the ordinances of the City by necessary court action and prosecutes suits at the direction of the City Council.
5. Defends the City, City Boards and Commissions, Trusts and employees acting within the scope of their employment on suits arising out of the conduct of City functions.
6. Represents the City, City Boards and Commissions and employees acting within the scope of their employment in appeals to State and/or Federal courts.
7. May participate in labor negotiations and arbitration disputes.
8. Supervises the planning, preparation and administration of departmental budget.
9. Attends City Council meetings, and meetings of City Boards and Commissions, upon request to provide legal opinions or information.
10. Performs any other related duties as required or assigned.

COMMUNICATION SKILLS
Ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

CRITICAL THINKING SKILLS
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

MENTAL DEMAND
Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.
ANALYTICAL ABILITY / PROBLEM SOLVING
General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

ACCURACY
Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT
Extensive contacts with various diversified sectors of the public environment, wherein the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT
Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

WORKING CONDITIONS
Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES
The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

EDUCATION AND EXPERIENCE
Must be licensed by the Oklahoma State Bar Association with previous experience in municipal law and, preferably, previous experience working in a City Attorney’s office. Must possess a valid Oklahoma Driver License and be insurable.

ADDITIONAL INFORMATION
Nature of the work is complex, demanding technical skills of some breadth and depth. Work consists of variable situations requiring analysis and evaluation. Worker is expected to attend meetings at night as necessary.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.