CITY ATTORNEY

POSITION SUMMARY

This is an executive level position that oversees and leads the legal department and human resources department of the City. The City Attorney conducts the legal business of the City, and is responsible for all legal matters in which the City may have an interest. The City Attorney provides expert advice, strategic planning, and problem solving for complex City matters, including but not limited to drafting and review of legal documents such as municipal ordinances, resolutions, and contracts; statutory and legal compliance; municipal court prosecution and code enforcement; human resources strategy; litigation strategy and risk management.

This position is a member of the City's executive team, and works closely with the City Administrator, the Board of City Commissioners, and the various department heads. The City Attorney may participate in a variety of local and state organizations and interact with the public on a regular basis.

RESPONSIBILITIES

Essential Duties (6D):

- Drafts all municipal ordinances, amendments, resolutions, procedures, rules and regulations. Keeps the City Code of the City of Dickinson.
- Conducts such research and investigations as may be necessary in order to determine statutory and legal compliance.
- Confers with and advises city officials on legal and administrative matters. Issues binding legal opinions for the City and its officers.
- Serves as the primary legal advisor to the Board of City Commissioners, City Administrator, and the various department heads. Conducts legal research, drafts documents and opinions, and presents conclusions and recommendations for review.
- Drafts and reviews contracts, leases, and other legal agreements binding the City.
- Supervises the City's Human Resources Department and ensure compliance with the City's Civil Service system and applicable state and federal employment laws and regulations. Investigates or provides for the investigation of internal complaints.
- Directs and oversees the prosecution of offenses in municipal court.
- Directs and oversees litigation to which the City may be a party. Coordinates with outside counsel for the City, if retained. Initiates appropriate legal action to protect and preserve the City's property and interests. Provides for the defense of the city in all legal claims.
- Coordinates with the City Administrator with respect to inter-governmental relations and development of the City's legislative strategy; attends legislative sessions and committee meetings on behalf of the City and represents the City's position with respect to legislative issues; builds relationships with legislators, state government officials, and other potential partners of the City.
- Represents the City and presents at various community events, public meetings and gatherings, committees, and conferences.
- Exercises authority over Legal and Human Resources departmental budgets, revenues, and expenditure authority.
- Coordinates with the City Administrator and various department heads regarding risk management.
- Performs other duties of a similar nature or level.

- Performs all other duties that may be prescribed by the Board of City Commissioners or by the ordinances of the City (Section 2.12.070) or the statutes of the State of North Dakota (NDCC 40-20-01).

Knowledge, Skills and Abilities

Knowledge of:

- Municipal law principles and practices; statutory law and case law relating to municipal administration and regulatory functions; statutory and case law relating to criminal law and procedure;
- Case law, state and federal statutory law; legal methods, ethical practices and procedures necessary for the practice of law in the State of North Dakota;
- Human resources principles and practices;
- Risk management and insurance administration;
- Contract drafting;
- Legal and statutory compliance.

Skills and Abilities:

- Leadership and management;
- Think strategically and exercise considerable initiative and independent judgment;
- Interact successfully with individuals and groups both from within the City and otherwise;
- Speak and present publicly;
- Communicate effectively both orally and in writing;
- Establish effective working relationships;
- Negotiating and contract drafting;
- Ordinance and statutory drafting;
- Use a variety of office equipment, computer software applications and related applications.

Judgment/Decision Making (5D):

- Develops, along with others, strategic direction, goals, plans and policies for the City.
- Sets broad objectives and is accountable for overall results in Legal and Human Resources Departments.
- Makes decisions on matters of significance; requires a high degree of independent judgment and critical thinking skills.

RELATIONSHIPS

Leadership/Supervisory Responsibilities (5D):

- Responsible for the overall direction of Legal and Human Resources Departments.
- Provides legal advice to the City Administrator, various department heads, and the Board of City Commissioners,.
- This position reports to the City Administrator.

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Relation to Others (5D)

- High-level contact with others in key positions within the City, community, business leaders, media and other dignitaries at local, state or federal level.
- Handles highly sensitive information.
- Ensures problem resolution, identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication may be one-on-one, small or large group presentations to residents, staff, and other local and state officials.
- May be contacted directly by media and will make statements to media per policy.

SKILLS

Education (7D) and Experience (5D):

- Juris Doctorate degree from an accredited law school required.
- North Dakota law license; qualification and ability to practice before courts in the State of North Dakota and to participate in activities requiring membership in the State Bar of North Dakota. Clean lawyer disciplinary record.
- Certified Senior Professional in Human Resources (SPHR) preferred.
- Five years of progressively responsible municipal law and human resources experience, in a similarly sized municipal government, with three years in an administrative or supervisory capacity or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid license to practice law in the State of North Dakota
- Valid North Dakota Driver's License

WORKING CONDITIONS

Environment (1D):

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or objects of light weight may be required. Work related travel is minimal.

Classification: Class VI, Grade 10 (1150 points) Civil Service Position
FLSA: Exempt
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