

## **CLASS TITLE: LEGAL DIVISION MANAGER – CONTRACTS**

**PURPOSE OF THE CLASSIFICATION:** Under the general direction of the City Attorney and/or Deputy City Attorney has specific responsibility to supervise the activities of the Contracts division within the Legal Department; including managing the day-to-day operations of the division, supervising the work of attorneys and support staff in the Contracts division, negotiating, reviewing and analyzing contracts and making recommendations regarding same, handling all aspects of related civil litigation pending in state and federal court and administrative proceedings; advising assigned boards, commissions and authorities performing other related assigned duties. The position requires excellent written and verbal communication skills and a well-organized and self-directed individual who is a team player and possesses the ability to motivate and supervise others; and a detail-oriented perspective, including the ability to read, analyze and interpret complex ordinances, statutes and court decisions. An in-depth knowledge of contract law, in particular as it affects municipalities, and of various methods of legal research; in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment are also required.

### **ESSENTIAL TASKS:**

- Supervises, manages and directs the activities of the Contracts division, including planning, assigning, supervising, and evaluating the work performed by the attorneys and support staff in the division, including upper-level attorneys
- Proactively works to develop best practices in the Contracts division, including tracking work flows and forecasting trends in a continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service
- Negotiates, reviews and analyzes contracts and makes recommendations regarding same
- Analyzes and advises regarding competitive bidding and bid protest issues and provides risk analysis
- Provides and/or supervises legal advice and support to various assigned City boards, commissions and authorities
- Assists the City Attorney and Deputy City Attorney and coordinates with other Legal Division Managers in resolving interdepartmental issues and assists in creation of a department that encourages mentoring, professional development and cross-training of professional and support staff
- May be responsible for preparing or reviewing and approving ordinances, resolutions and charter amendments
- Performs legal research and prepares and reviews formal and informal legal opinions and memoranda for study and consideration of the City Attorney or other City officials and advises departmental officials and employees on legal questions
- Develops and monitors budgeted expenses within the Contracts division
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa in particular relating to contract provisions
- Remains current on municipal law and maintains and develops expertise about laws, regulations, and court decisions affecting municipal legal issues
- Partners with Litigation Division to represent City in civil litigation in matters relating to contracts and bid disputes, including research, pleadings, discovery, depositions, hearings, settlement conferences, trials and appeals in State and Federal courts and before administrative agencies
- Prepares a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney
- Prepares, reviews and provides ongoing risk analysis for all pending bid protest or contracts litigation and administrative proceedings being handled by the Legal Department
- Must report to work on a regular and timely basis

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

**Minimum Qualifications:**

**Knowledge of:**

- Must have or be willing to acquire a working knowledge of municipal, state and federal laws and constitutional provisions affecting municipal operations, including but not limited to election laws; state laws/procedures regarding municipal administration; competitive bidding and municipal contract laws, constitutional debt limitation laws and local government organization
- Significant knowledge of and experience with contract review, judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and methods of legal research, including WESTLAW
- Demonstrated experience with contract negotiating, drafting and/or litigating, bid protests, administrative law, business and transactional law preferred

**Ability to:**

- Learn and analyze the City charter, ordinance and code provisions
- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Communicate effectively both orally and in writing
- Utilize effective public speaking techniques
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with City officials, staff, outside agencies and the public

**Education and Experience:**

**Education:** Graduation from an accredited law school and license to practice law in the State of Oklahoma.

**Experience:**

Nine (9) years of progressively responsible experience in the practice of law, including a minimum of five (5) years negotiating, drafting and/or litigating contract or bid dispute issues, prior demonstrated personnel management experience and experience in municipal law issues, construction disputes and/or administrative and bid protest proceedings a plus.

**Special Requirements:** Must be willing and able to work the hours necessary to accomplish the job requirements, including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

**Tools and Equipment Used:** Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax/scanner machine.

**Physical Requirements:** Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator and telephone; frequent lifting and carrying up to 20 pounds;

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occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

**Skills Test Required:** An original legal writing sample must be provided.

**Licenses and Certificates:** Possession of a valid license to practice law in the State of Oklahoma or the ability to obtain an Oklahoma license within 6 months of employment and a valid Oklahoma Class "D" Operator's License.

**Working Environment:** Working environment is primarily indoors in an office setting; requires some travel to various locations to advise City departments, attend meetings of City boards, commissions or authorities, conduct pre-trial discovery, perform trial work, appear before administrative agencies or to argue appeals.

**Class Code: 2043**

**EEO Code: E-02**

**Pay Code: CA-06**

**Group: Cultural, Legal, and Science**

**Series: Legal**

**Effective date: October 28, 2019**