

CLASS TITLE: CITY ATTORNEY

PURPOSE OF THE CLASSIFICATION: Under administrative direction of the Mayor serves as the chief legal advisor and attorney for the City of Tulsa. The position requires a team player capable of planning, directing, managing and overseeing the activities and operations of the City Attorney's Office; coordinating legal activities with other City departments; providing highly responsible and complex administrative and legal support to the Mayor, City Council, Department and Division Heads; and performing other related, required duties. This position requires an individual who is able to exercise direct supervision over professional, technical and clerical staff in a busy, high volume legal department and who is well-organized and self-directed. The position requires excellent written and verbal communication skills; and a detail-oriented perspective, including ability to read, analyze and interpret complex contracts, judicial opinions, constitutional and statutory provisions and other legal documents. The position also requires in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve, analyze risk and use sound judgment.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following tasks:

- Plans and supervises the work of professional staff.
- Serves on the Mayor's management team.
- Assists in creation of a department that encourages mentoring and professional development and encourages cross-training of professional and support staff and proactively works to develop best practices in the department in a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Prepares or reviews and approves ordinances, resolutions, and charter amendments.
- Prepares or reviews and approves as to form all contract documents for construction projects, for the purchase, lease, or sale of goods, services and professional services including specifications, bid documents, and requests for proposals, contracts, deeds, leases, bond and financing papers, insurance policies and other documents affecting the City.
- Handles and/or supervises real estate transactions including acquisition and sale of land and interests in land through preparation of contracts, leases, easements, deeds, trust deeds, instruments of title, liens, releases and other documents.
- Develops and implements procedures for hiring and supervising outside attorneys to handle particular types of cases including those involving unusually complex cases requiring specialized expertise and hires, supervises and works with outside attorneys engaged to perform legal services for the City of Tulsa.
- Directs the development and administration of the Department's budget including forecasting funds needed for staffing, equipment, materials and supplies and monitoring and approving expenditures.
- Supervises the prosecution of criminal cases before the municipal court.
- Represents the City of Tulsa in all legal matters and proceedings in which the City is a party or interested, or in which any of its officers are officially interested, including directing management of all litigation in which the City of Tulsa is a party including depositions, hearings, trials, and appeals in State and Federal Courts and before administrative agencies.
- Attends all City Council meetings.
- Advises the Mayor and City Council, its members and committees, and the heads of all departments as to legal questions affecting the City of Tulsa's interests.
- Provides legal advice, through oral and written opinions, to the Mayor, City Council, City authorities, boards and commissions, and department staff as required.
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa.
- Attends meetings of authorities, boards, commissions, and committees as may be required, and renders legal advice as needed.

- Reviews rules, policies, plans and forms prepared by other City personnel for compliance with applicable law.
- Upon request, reviews and drafts correspondence for various departments to assure legal accuracy.
- Remain current on municipal law and maintain and develop expertise about laws, regulations, and court decisions affecting municipal legal issues.
- Performs any duties imposed by law upon the chief legal officer of the City of Tulsa and other duties as assigned.
- Work outside of normal business hours as required.
- 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.

QUALIFICATIONS

Training and Experience:

- Graduation from an accredited law school, twelve (12) years of progressively responsible experience in the practice of law; prior demonstrated personnel management experience required.
- Experience and familiarity with judicial procedures, rules of civil and criminal procedure, rules of evidence and proper conduct of hearings in court and administrative proceedings.
- Significant experience in at least one specialized area of law relevant to municipal practice, *e.g.*, administrative law, litigation, real estate law, contract law, construction law, employment law, required.

Knowledge, Skills and Abilities:

- Ability to analyze and apply legal principles to complex problems.
- Must understand and be able to interpret laws and regulations and provide well-reasoned legal advice.
- Must possess or be willing to acquire a working knowledge of municipal, state and federal laws and constitutional provisions affecting municipalities, including but not limited to elections laws; state law/procedures regarding municipal administration and finance; real estate acquisition and disposition; bidding and contracts; civil rights laws; Fair Labor Standards Act and other applicable personnel, employment and labor laws; and workers' compensation laws.
- Familiarity with general principles of tort, contract, municipal government, employment, and real property law and state and local court rules and procedures with ability to advise and provide counsel as needed regarding same.
- Must communicate effectively both orally and in writing including demonstrated ability to utilize effective public speaking techniques.
- Must possess and maintain a good reputation for honesty, integrity, and ability to maintain confidentiality.
- Ability to plan and supervise the work of a staff of attorneys, secretaries and legal assistants performing municipal legal work.
- Must possess ability to learn and analyze the City charter, ordinances and code provisions.
- Demonstrated courtroom litigation skills and experience in both State and Federal Courts.
- Must be able to work collaboratively and independently.
- Demonstrated ability to distinguish between legal, management and policy matters.
- Knowledge of and ability to use various methods of traditional and computerized legal research, including WESTLAW, and to operate a personal computer/software to perform word processing, spreadsheet and similar functions.
- Ability to utilize the highest level of interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization.
- Demonstrated ability to work under deadline pressures with little or no supervision.

- Serve as a representative of the City of Tulsa and possess the ability to communicate with and maintain good working relationships with City officials, outside agencies, local, state and federal government officials, judges, attorneys, community representatives and the public by demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions.
- Maintain professional and legal knowledge through reading and continuing legal education.
- Ability to concentrate and accomplish tasks despite interruption.
- Demonstrated ability to correctly assess and prioritize different tasks.
- Function effectively in a work environment which may be highly stressful.
- Must possess good human relation skills with the ability to effectively interact with the public, other attorneys, City officials and employees.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; frequent pulling up to 20 pounds; may be subject to walking, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possess a valid license to practice law in the State of Oklahoma and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to working more than forty (40) hours per week.

Class Code: 2045

EEO Code: E-02

Pay Code: EX-71

Group: Cultural, Legal and Sciences

Series: Legal

Effective date: August 10, 2007