

JOB DESCRIPTION

CITY ATTORNEY

NATURE OF WORK

Under the supervision of the Mayor and City Administrator and direction of the Mayor, City Administrator and City Commissioners, directs and participates in the provision of complex professional legal services to the Mayor, City Commissioners, City Administrator, City departments and various boards and commissions in matters relating to their official powers and duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fulfills the duties set forth in the statutes and ordinances that are assigned to the City Attorney;
- Provides professional legal advice to Mayor, City Council, City Administrator and City staff in developing solutions to complex legal problems;
- Reviews Council agenda items for legal issues;
- Attends and advises at meetings of the City Council and, upon request, at other City board or commission meetings;
- Provides the Board of Public Works with legal services and coordinates with outside legal counsel regarding litigation pursuant to orders of the Board, subject to additional compensation payable to the City on significant legal matters as negotiated with the Board;
- Issues written and oral opinions interpreting Federal, State and local law;
- Drafts ordinances, resolutions, contracts, leases, agreements and other legal documents;
- Reviews policies, procedures and rules and assists in the promulgation of rules and regulations;
- Practices preventive law by interpreting legal trends and providing advice thereon to Mayor, City Council and City departments;
- Negotiates, prepares and/or reviews legal documents including but not limited to contracts, agreements, leases, grants, agreements for subdivisions, City permits and licenses, deeds, easements, and bonds;
- Recommends and administers policies and procedures;
- Ensures Nebraska City Municipal Code book is current with law of the state;
- Conducts research on specific points of law;
- Meets with City departments periodically to provide system involvement on best practices/procedures to gain favorable judicial support and rulings;
- Assists outside legal counsel and individuals responsible for risk management in the defense of claims against City or its employees;
- Represents or oversees the representation of City in all legal matters;
- Commences, prosecutes and defends all actions necessary to be commenced, prosecuted or defended on behalf of the City, or that may be ordered by the Council. Preparing cases for trial, formulating trial strategies, and preparing witnesses to testify;
- Investigates claims and complaints by or against the City;
- Monitors and interprets legislation impacting the City or its operations and activities;
- Assists in formulating proposed legislation for enactment by the legislature regarding matters of interest to the City;
- Performs other related legal duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern and complex principles and practices of legal program development and administration;
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Principles and practices of organization, administration and personnel management, including knowledge of labor laws and labor negotiations;
- Principles of supervision, training and performance evaluation;

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- Principles and practices of civil law including ownership, acquisition and conveyance of real property;
- Tort law and liability insurance litigation;
- Methods of legal research;
- Judicial procedures and rules of evidence;
- City, State and Federal laws, ordinances, statutes and court decisions relating to municipalities;
- Statutes and court decisions relating to civil rights and public sector labor law;
- Organization, function and authority of various City departments, boards and commissions.

Ability to:

- Practice law in the State of Nebraska;
- Represent the City in a positive and influential manner, willing to embrace and support City goals and initiatives;
- Present and argue cases in court and handle unanticipated problems;
- Gain cooperation through discussion and persuasion; Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals;
- Be a proactive, effective, and straightforward communicator able to actively engage coworkers, management, elected officials, and the general public in a positive manner;
- Analyze, appraise, organize and present facts, evidence and precedents in a clear and logical form;
- Conduct research on legal problems and prepare sound legal opinions using independent judgment;
- Interpret Federal, State and local policies, procedures, laws and regulations;
- Analyze and prepare a wide variety of legal documents.
- Ability to display excellent interpersonal skills and awareness of controversial and/or sensitive issues;

TRAINING AND EXPERIENCE

- Must have a Juris Doctorate from an accredited law school;
- Must be member, in good standing, of the Nebraska State Bar Association;
- Must be able to regularly attend court and meetings;
- Must be bondable;
- Three (3) years of experience as a municipal law attorney preferred.