


<b>Franklin, Virginia</b>	
<b>Title: City Attorney</b>	
<b>Status: Exempt</b>	

### **Summary Objective**

Under the appointment of City Council, the City Attorney performs work of considerable difficulty in protecting the legal interests of the City and serves as the chief legal advisor to Council and City Manager. As designated by Council, the City Attorney also serves as the chief legal advisor to other departments, boards, commissions and agencies of the City in all matters affecting the interests of the City.

### **Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Represents the City in complex legal matters. Prepares and tries cases, including appeals to state and federal courts; processes and litigates claims against the City; prosecutes suits, actions and proceedings for and on behalf of the City.
- Provides oral and written legal opinions and advice on complex matters to City Council, City administration, and City departments on a daily basis.
- Attends a variety of meetings – City Council, Boards, Commissions, Committees, Authorities, etc.
- Prepares, reviews and/or approves various complex legal documents on behalf of the City – contracts, ordinances, resolutions, bonds, bids, deeds, leases, policies, etc. Provides explanations and answers when necessary.
- Researches, interprets and applies laws, court decisions, and other legal authority in the preparation of opinions, advice and briefs.
- Advises on the purchase, sale, exchange and/or leasing of properties.
- Reviews procurement matters to ensure compliance.
- Supervises and reviews codifications of City Code.
- Provides legal defense counsel in suits and actions brought against the City, except in cases where special legal counsel is engaged.
- Drafts, reviews and/or supervises the preparation and passage through the State Legislature of legislative bills affecting the City.
- Provides legal assistance and participates in employee relations matter.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Stays abreast of new trends and innovations in the field of public law; maintains proficiency in municipal law through training, professional journals, and technology-based resources.
- May perform other work duties that may be required by ordinance, resolution, or City Council

### **Minimum Education and Experience Requirements:**

- Graduation from an accredited law school of recognized standing with a juris doctorate.
- Juris Doctor from an accredited law school.
- At least five (5) years of progressive experience practicing law, preferably municipal law; or an equivalent combination of training and experience
- Must have a minimum of four (4) years of management and supervisory experience.

**Preferred Qualifications:**

- Legal experience and expertise in the practice of real estate and/or land use law preferred.

**Special Certifications and Licenses:**

- Current licensure by the Virginia State Bar, qualified to practice in federal and state courts, and the ability to maintain membership as a condition of continued employment.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of local government, including Roberts Rules of Order, state and federal law.
- Thorough comprehension of judicial procedures, rules of evidence and methods of legal research.
- Comprehensive skill in formulating legal opinions, conducting complex litigations and professional judgement.
- Strong written and oral communication skills, analytical, research and problem-solving skills.
- Strong supervisory, organization and time-management skills
- Ability to read, analyze, interpret and apply the most complex legal principles, precedents and documents.
- Ability to present or respond orally or in writing effectively, persuasively and/or appropriately to highly complex, controversial and/or sensitive matters.
- Ability to render immediate legal advice when necessary.
- Ability to deal with competing priorities, varied instructions, and abstract/concrete variables.
- Ability to establish and maintain effective working relationships with all public officials, staff and the general public.
- Ability to exercise the highest degree of confidentiality and professionalism at all times.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves hearing, speaking, reading, seeing, talking, standing, sitting, reaching, finger movement and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations. Lifting and/or carrying or otherwise moving or transporting up to 30 lbs. (occasionally).

**This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.**

## **City Attorney**

### **Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None

### **Americans with Disabilities Act Compliance**

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

Requires working some evenings and outside of regular working hours as needed for meetings.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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