



City of Tempe

CITY ATTORNEY

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	003	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$151,619
<i>Supervision Level:</i>	Appointed	<i>Salary / Hourly Maximum:</i>	\$204,685
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	City Attorney
<i>Drug Screen / Physical:</i>	N		Officials and Administrators
		<i>EEO4 Group:</i>	

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives policy direction from the City Council.
 Exercises direct supervision over professional and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Six years of increasingly responsible experience as a municipal law attorney including trial, administrative and supervisory responsibility.
<i>Education:</i>	Equivalent to a Jurist Doctorate from an accredited law school.
<i>License / Certification:</i>	Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, direct, and participate in the provision of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to perform administrative work in directing the legal activities of the City.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide legal assistance to the City Manager, Mayor and City Council; prepare and present staff reports and other necessary correspondence.
- Prosecute criminal cases before the Municipal Court; appeal cases in Superior Court.
- Prepare civil cases for trial; investigate claims and complaints by or against the City; try cases before County, State and Federal courts.
- Draft ordinances, resolutions, contracts, deeds, leases and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the City.
- Attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal problems and questions; prepare legal opinions for City officials, departments, boards, commissions and the City Council.
- Coordinate activities with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Provide guidance to and review the work of the City Attorneys and Prosecutors.
- Answer communication from the public relating to legal matters affecting the City; advise taxpayers on municipal codes and ordinances.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Supervise and participate in the development and administration of the Legal Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Supervise the maintenance of proper records and reference facilities for the department.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised December 1997