

CITY OF GLENDALE

TITLE:	Deputy City Attorney	CLASS CODE:	219
REPORTS TO:	City Attorney	GRADE:	39
DEPARTMENT:	City Attorney	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2008 cm			

JOB SUMMARY

Performs professional and administrative legal work including counseling with the various City departments, City Council, boards and commissions, and providing legal representation for the City.

ESSENTIAL FUNCTIONS

1. Assigns work and provides direction and supervision to Assistant City Attorneys, legal assistants, and support staff.
2. Represents the City in litigation matters including investigating facts, researching law, conducting discovery, preparing pleadings and motions, preparation of witnesses and exhibits and conducting trial and post-trial proceedings and appeals.
3. Prepares legal opinions for City Council, City Clerk's Office, City management and departments, including investigation of facts, legal research and preparation of memoranda.
4. Represents the City Attorney's Office at meetings of City boards and commissions and provides advice and legal interpretation.
5. Provides legal advice regarding personnel policies, discipline, complaints, claims and other personnel matters.
6. Investigates protests to bids and proposals and issues opinions as to validity of the protests.
7. Prepares, reviews and negotiates contracts, deeds, leases and other legal documents.
8. Assists in City lobbying efforts and reviews and comments on pending legislative bills.
9. Recommends proposed policies and procedures to comply with new laws and regulations.
10. Provides legal direction to the Police Department regarding implementation of new crime prevention programs.
11. Conducts special administrative investigations for City Council and City Manager.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Supervisory and management practices
Local, state, and federal law particularly in relation to City government
Principles, practices and methods of legal research and sources of legal research
Personnel, personal injury, contracts, construction, housing, zoning, planning, elections, annexation, and constitutional requirements
Judicial procedure and rules of evidence

Ability to:

- Propose and present cases in an effective manner
- Communicate effectively orally and in writing
- Establish and maintain working relationships with Mayor and Council, City Management, employees, court officials, attorneys and the general public

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law and five years of experience in the practice of law, including two years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Membership in the Arizona Bar Association
Valid Arizona driver's license