

CITY OF RINCON, GEORGIA

Administration Department

JOB TITLE: City Attorney

SUPERVISOR: City Manager (Appointed by Mayor and City Council)

JOB FUNCTION: The City Attorney performs complex executive and professional level work as legal advisor to the Mayor and Council, City staff and various boards and commissions of the City. The City Attorney is appointed by the Mayor and Council with day-to-day operational oversight provided by the City Manager. This position requires a highly experienced executive level attorney who can provide expert assistance and solid legal advice including direct experience with local government operations and matters. Responsibilities include planning, developing, implementing, and evaluating a legal services program for the City. Supervision is exercised over the office's professional and administrative support staff.

Major Duties

- Assume management responsibility for assigned services and activities of the City Attorney's Office.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for legal support staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Research and prepare legal opinions for City Council, City Manager, boards, commissions, and other city staff.
- Attend all City Council meetings.
- May serve as city solicitor and prosecute violations of municipal code involving traffic ordinances, building regulations, zoning ordinances, land use ordinances, license violations and permit violations.
- Serve as trial and legal advocate for civil litigation.
- Prepare legal documents; prepare and/or review resolutions and ordinances; prepare revisions to municipal code as necessary.
- Maintain current awareness of legislation and issues involving municipal operations.
- Select, train, motivate and evaluate legal support personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
- Works with other city departments and other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Provide responsible assistance to the City Council.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

Minimum Qualifications

Must possess a Juris Doctorate from an accredited college or university. Eight to ten years of increasing responsible experience in the practice of municipal law, including management of staff. Experience working directly with a municipality in Georgia is desirable. Must be licensed to practice law in the state of Georgia.

Knowledge Required by the Position

- Knowledge of the functions, policies, and procedures of Municipal Court and court operations;
- Knowledge of general office procedures and modern office equipment;
- Knowledge of Georgia Crime Information Center (GCIC) procedures;
- Knowledge of City and departmental policies and procedures;
- Knowledge of accounting and budgeting practices;
- Knowledge of applicable state and federal laws;
- Knowledge of legal terminology;
- Skill in performing basic mathematical calculations;
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed;
- Ability to communicate and deal effectively with other employees and the public, both orally and in writing;
- Ability to deal tactfully and courteously with the general public in sometimes difficult and trying circumstances.

Supervisory Controls: The work is performed under the direct supervision of the Mayor and City Council.

Guidelines: Guidelines include relevant state laws, City ordinances, GCIC procedures, and city and court procedures. These guidelines are clear and specific, but require some interpretation in application.

Complexity: This position consists of varied managerial and administrative tasks.

Scope and Effect: The purpose of this position is to ensure the provision of Municipal Court services. Successful performance helps ensure the efficient and effective operation of the court.

Personal Contacts: Contacts are typically with co-workers, attorneys, judges, solicitors, state and federal officials, the general public, probation company employees and law enforcement officers.

Purpose of Contacts: Contacts are typically accessed to give or exchange information, to motivate personnel, to provide services, and to resolve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing or walking. The employee occasionally lifts light or heavy objects and uses tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: This position has direct supervision over legal staff.