

professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

Produce an acceptable quantity and quality of work that is completed within established timelines.

AUXILIARY JOB FUNCTIONS: Undertake special projects and research as directed by the Council or City Administrator. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

Knowledge & Skills: Advanced Knowledge of all matters pertaining to municipal or government law including administrative law, public contracting law, criminal law, condemnation law, budget law, land use law and real property law. Knowledge of public sector prosecution and mediation principles and practices. Knowledge of legal research tools, methods and related software programs; City organization and management; applicable City policies and ordinances; and applicable Federal, State, and local laws, rules, and regulations. Expert knowledge of the laws and regulations governing municipalities and municipal activities such as land-use regulation, the practices and principles of public/business administration practices and decision-making; strategic planning methods with an emphasis on services related to municipal law; public purchasing and contracting laws and regulations.

Abilities: Ability to serve effectively as the legal agent of the City. Ability to conduct litigation, provide legal advice and conduct negotiations; make presentations and develop reports that may include technical information. Communicate effectively, clearly and concisely, both verbally and in writing; conduct research projects and prepare informative reports. Build consensus and establish and maintain effective and cooperative working relationships with those contacted in the course of work including City Council members, staff, committee members, public officials, business leaders, other agencies and the general public. Strong ability to use word processing, spreadsheet programs, and other software applications as required for position. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Accomplish assigned administrative tasks with only general direction; comprehend and interpret laws, regulations and rules; work within varied political and social environments.

Education & Experience: A Juris Doctorate degree from a four-year college or university and five years experience practicing municipal law; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid and current license to practice law in Oregon and membership in Oregon City Attorney's Association. Valid driver's license with acceptable driving record.

DESIRABLE REQUIREMENTS: Masters degree in a related field. Previous Oregon experience in a municipal City Attorney position.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at evening meetings and weekend events is required.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May act in a lead role to other employees in the assigned department and/or in the absence of the department director.

SUPERVISION RECEIVED: Appointed by the City Council for an indefinite term and may be removed at the pleasure of the Council.