

City of Fort Worth, Texas Job Description

Classification Title	City Attorney		
Job Code:	AP1021	Job Family:	Appointed
Pay Grade		Date Created:	08/31/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides confidential and complex legal, executive and administrative support to senior city management staff and elected officials. Reviews policies and personnel actions for compliance with legal requirements. Directs and manages the services and operations of the City's Legal Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
2. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvements; directs and implements changes.
3. Plans, directs, and coordinates, through subordinate level management staff, the department's work plan; assigns projects and responsibilities; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
4. Represents the department before other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
5. Provides legal advice on municipal activities and operations; conducts legal research; advises staff concerning legalist of operations, policies, procedures and activities.
6. Participates in the drafting of a variety of legal documents for the city including ordinances, resolutions, and other official actions; reviews policies and matters to be acted upon by the City Council and other municipal boards and commissions.
7. Prosecutes and defends suits for and on behalf of the city in all courts.
8. Monitors and controls consistency and continuity of a variety of reports and legislation.

9. Selects, trains, manages, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; completes related personnel matters.
10. Oversees and participates in the development and administration of the department's budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
11. Provide staff assistance to the City Manager and City Council; advises on a variety of boards, commissions and committees; formulates significant policies related to the department's services and activities; prepares and presents staff reports and other necessary correspondence; provides staff support to assigned boards and commissions.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics and activities of a city attorney's office.
- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Organization, duties, powers, limitations and authority of city government and the city attorney's office.
- Constitutional provisions affecting city government.
- Legal ordinances and city codes.
- Court procedures and rules of evidence.
- Established precedents and sources of legal reference applicable to city activities.
- Methods and techniques of legal research.
- Advanced principles and practices of municipal budget preparation and administration.
- Complex principles and practices of public law.
- Pertinent Federal, State, and local laws, codes and regulations.

- **Skill in:**

- Legal research, analysis and writing.
- Negotiation.
- Computers and applicable software.
- Organization and time management.
- Participating in trials.
- Public speaking.

- Personnel management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage, direct and coordinate the work of legal supervisory, professional and technical personnel.
 - Organize, interpret and apply legal principles and knowledge of complex legal problems
 - Conduct research on complex legal problems and prepare sound legal opinions.
 - Supervise and participate in the preparation and trial of difficult and important cases.
 - Recommend and implement goals, objectives, and practices for providing effective and efficient legal services.
 - Prepare and administer large and complex budgets.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Select, supervise, train and evaluate staff.
 - Effectively apply legal knowledge and principles in court.
 - Properly interpret and make decisions in accordance with laws, regulations and policies.

MINIMUM JOB REQUIREMENTS

A Juris Doctorate from an accredited law school and per the City Charter, the City Attorney must be a competent practicing attorney, duly licensed, and have practiced law for at least five years immediately preceding his/her appointment. Additional requirements and preferences may be requested by the City Council.

OTHER REQUIREMENTS

Possession of a license from the Supreme Court of Texas to practice law.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.