



City Attorney City Attorney

CA/4

JOB SUMMARY

This position is responsible for providing legal representation and guidance to the city government, elected officials, and city staff.

MAJOR DUTIES

- Maintains a physical presence and reliable attendance with the ability to respond at all hours when necessary.
- Acts as the chief legal officer to the Mayor, City Council, City Administrator, and city staff to provide legal advice and guidance in all areas, legal and otherwise, pertaining to all aspects of city government, ordinances, resolutions, contracts, agreements, policy directives, and day-to-day city operations.
- Acts as the legal advisor to city-appointed boards, commissions, and committees; prepares and/or supervises the preparation of legal documents, ordinances, and resolutions.
- Researches, prepares, reviews, amends, and corrects ordinances, contracts, resolutions, legal proceedings, legal briefs, research memoranda, easements, and other legal documents in which the city has an interest prior to adoption to ensure compliance with city, state, and federal laws as well as city policy directives and established procedures.
- Ensures compliance and advises how to comply with statutes, regulations, administrative rules, ordinances, resolutions, and policies.
- Consults with and advises human resources staff on city personnel matters; provides legal advice relative to hiring, discharge, layoffs, disciplinary action, grievances, employee rights and benefits, and employee performance evaluations.
- Attends City Council meetings, informational meetings, personnel meetings, and legal meetings to advise the City Council and city staff on correct procedures and legal compliance of all City Council and administrative actions.
- Reviews proposed state legislation impacting the city and prepares state legislation relating to municipal and city government matters as directed by the City Council; consults with the City Council and department directors with regard to such legislation and testifies before the legislative boards.
- Prosecutes city ordinance violations and represents the city in court.
- Coordinates and supervises the preparation and investigation of court cases, including legal research,

interviewing witnesses, and representing the city in court, assists and coordinates with insurance attorneys in cases in which there is insurance coverage.

- Assists with managing and planning risk reduction programs, comprehensive liability, and property loss control.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of common law, federal laws and regulations, state laws and administrative rules, and municipal ordinances, policies and procedures.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of negotiation principles and practices.
- Skill in identifying and resolving complex problems.
- Skill in providing consistent and timely responses to requests for legal assistance.
- Skill in interpreting and applying complex legal issues, ordinances, rules and regulations.
- Skill in interacting with and collaborating with a variety of parties.
- Skill in establishing effective working relationships with a variety of parties.

SUPERVISORY CONTROLS

The City Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports and observation of department activities.

GUIDELINES

Guidelines include federal laws and related regulations, state laws and related administrative rules, city ordinances, city policies and Robert's Rules of Order. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the provision of legal support to the City of Sturgis. The broad scope of work contributes to the complexity of the position.
- The purpose of this position is to provide legal representation to the city government, elected officials, and city staff. Success in this position ensures that the city receives effective legal representation and guidance.

CONTACTS

- Contacts are typically with elected and appointed officials, city staff, attorneys, judges, insurance agents, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate or influence persons, and to justify, defend, and negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law and licensure by the State Bar of South Dakota.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the departments and operations of the city in order to provide effective legal representation and support, interpreted to require five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.