CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Deputy City Attorney**

DEPARTMENT: **Legal**

E-PLAN
SG:E2-16
CS:N
FLSA:N
EEO4CODE:PR

JOB SUMMARY

Responsible for providing advanced professional legal work involving complex civil, administrative, and criminal matters. Serves as acting City Attorney in the absence of the City Attorney, or upon the request of the City Attorney.

SUPERVISORY RELATIONSHIPS:

Reports to the City Attorney. Provides leadership and direction to Assistant City Attorney, Senior(s), Assistant City Attorney(s) and/or various levels of support staff. Work is performed under general guidance and direction and in accordance with City policies, procedures, codes and ordinances, and various State and federal regulations.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Assists the City Attorney in providing a full range of legal services to the City by providing legal advice to the Mayor and Council in the absence of the City Attorney, with special attention to requests arising under specialized areas of practice.

2. Attends regular and special council sessions on behalf of or in the absence of the City Attorney; provides legal advice and participates in meetings and conferences with City departments, boards, commissions and committees as assigned.

3. Provides leadership and works with Assistant City Attorneys to create a high performance, service-oriented work environment that supports the mission, objectives and expectations of the City Attorney's office. Provides input to City Attorney on performance reviews, work flow, professional development and hiring.

4. Assists in managing the City Attorney's office including office management and budget preparation and monitoring; serves as acting City Attorney in the absence of the City Attorney.

5. Conducts civil and criminal jury and bench trials; prepares and investigates cases; and assumes lead litigation responsibilities which include conducting motion hearings, discovery, and trial, and making work assignments to subordinate personnel.

6. Handles liability claims by directing the investigation of claims and the activities of Claims Assistant; makes recommendations to the Mayor and City Council on claims disposition.

7. Advises City officials regarding City contracts, bidding and purchasing, real estate acquisition, rental of property, software licensing, and related legal documents.

8. Reviews and negotiates City contracts for construction projects, garbage collection and disposal, franchises, real estate transactions, agreements with other governmental entities, property development, and management of City facilities.

9. Drafts legal documents such as ordinances, resolutions, releases, and settlement agreements.

10. Provides legal support, conducts legal research and advises staff and departments on a variety of issues. Represents departments in legal proceedings and before boards and commissions. Acts as principal liaison to outside counsel as needed.

11. Reviews and makes recommendations on indemnity and insurance provisions of City contracts.

12. Provides advice to departments regarding risk management. Manages general liability insurance program including preparing the budget, generating quarterly and annual claims reports, and consulting with brokers, the Mayor, and the City Council regarding insurance concerns.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Thorough knowledge of:
- Employment and benefits law.
- Public and municipal law.
- Insurance law and policy.
- Tort law.
- Administrative procedure and evidence.
- Functions and activities of departments and divisions of municipal government.
- Civil litigation techniques and procedures.
- Criminal law and procedure.
- Constitutional law; and,
- Federal court procedures.

Skill in:
- Using computers and related software applications.
- Using office equipment such as copy machines, fax machines, and telephones.
- Analyzing problems and making decisions.

- Planning, organizing, and managing projects.
- Prioritizing projects and working under deadlines.
- Writing legal documents and ordinances.
- Negotiating contracts.
- Attending to details.
- Preparing and presenting bench and jury trials; and,
- Researching legal issues.
- Advanced communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with coworkers, supervisors, managers, department directors, the Mayor, City Council and the general public.
- Strong organizational skills.
- Excellent written communication skills to prepare and make public presentations.

Ability to:

- Conduct self at all times in an ethical, professional and respectful manner; remain objective when providing services given competing demands/points of view of elected officials, appointed officials and the public.
- Establish and maintain cooperative and effective working relationships with elected officials and staff, law enforcement, legal and court officials and stakeholders, both internal and external.
- Effectively apply legal knowledge and skills in the context of the operation of municipal government and the development of public policy and laws.
- Organize, prioritize, and coordinate work projects, plans, and assignments while maintaining a high degree of accuracy and attention to detail.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others;
  - Some travel may be required for work related meetings.

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WORKING ENVIRONMENT:

Work is performed primarily in an office environment with occasional court appearances. Extensive work at a computer workstation, subject to frequent interruptions and includes remaining stationary for extended periods of time. May be exposed to highly stressful situations and individuals who are irate or hostile. Travel to court, seminars and meetings is required. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Admission to the Washington State Bar.
- Three or more years of experience as an Assistant City Attorney, Senior at the City of Bellingham.

- In place of the above requirements, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.

PREPARED BY: A. Sullivan
9/15
6/21

REVIEWED BY: _____

Peter Ruffatto,
City Attorney