



*"Inspiring a Vibrant Community"*

Job Description  
Job Code: 120

## CITY ATTORNEY

**DESCRIPTION:** Under the general direction of the City Council, the City Attorney is responsible and held accountable for the City of Cottonwood's legal department. The Attorney is responsible for advising the Council, City Manager, Boards and Commissions, and City Staff on legal matters and representing the City as necessary and appropriate. The duties include: providing legal advice and guidance; reviewing, preparing or directing the preparation of legal documents; presenting, directing and/or monitoring civil and criminal cases to which the City is a party; directing the day to day operations of the City Attorney's office; preparing and administering the departmental budget; responsibly managing the City's resources; developing, interpreting and implementing policies; administering contracts for outside legal services as necessary, and otherwise representing the City' legal interests. The City Attorney is an integral part of the City's management team and works closely with the City Manager. Performs other related duties as assigned.

**CLASSIFICATION:** This is an exempt, full-time position with full benefits that serves at the pleasure and will of the City Council.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

Advises the City Council, department directors, boards and commissions, and staff on legal matters affecting the City; Represents the City's interests at the regional, state and federal levels.

Interprets and reviews legal and procedures policies, federal, state and local laws and regulations, and proposed legislation to determine its impact on the City and its business decisions.

Prepares legal opinions, ordinances, resolutions, contracts, deeds, leases, contracts, intergovernmental agreements, and other legal documents.

Prepares and represents, or oversees the representation of the City in civil cases before state and federal courts, agencies, and administrative tribunals.

Administers and oversees contracts for outside legal services as necessary.

Prepares the departmental budget and monitors departmental expenditures.

Develops, interprets and implements departmental policies, procedures, guidelines and standards; Actively engages in processes to ensure projects (development, procurement, etc.) are completed in a timely and responsible manner.

Performs highly complex legal research and written and oral opinions on various legal issues for City Council and City departments including but not limited to open meetings; public records; parliamentary procedure; procurement; local lawmaking and civil code enforcement; eminent domain/condemnation;

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transportation issues (including surface transportation, operation of a public transit system and the ownership and operation of a local general aviation airport); human resources/employment; construction; housing; election and constitutional requirements; and civil litigation.

Presents and provides training related to legal updates to the City Council, board and commissions, and City staff as necessary and appropriate.

Attends all City Council and related meetings; attends management team, development team, and other applicable meetings to provide input and legal advice.

Actively supports and upholds the City's stated mission and values, including being open for business and providing excellent customer service that is externally focused.

Actively works to inspire a vibrant community through departmental work and ensures departmental work fits the 'Heart of Arizona Wine Country' branding as appropriate.

Performs related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the various components of Arizona municipal law - including applicable federal and state constitutional provisions, statutes, rules and regulations; and applicable local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the Arizona rules of court.

Knowledge of Arizona employment laws.

Knowledge of the criminal justice system.

Knowledge of the City of Cottonwood's culture and priorities.

Skill in presenting fact, evidence and opinions in a clear and concise manner.

Skill in drafting and reviewing documents.

Skill in directing, reviewing and monitoring work of staff.

Skill in developing and maintaining effective interpersonal relationships with co-workers, staff, and the general public.

Skill in listening and determining the appropriate action.

Skill in the preparation and presentation of complex material in both formal and informal settings to a variety of boards, commissions, agencies, tribunals, individuals and community groups.

Skill in conducting research and providing meaningful results.

Skill effective negotiation.

Skill in drafting accurate, thorough, and well-written legal documents.

Skill in managing multiple projects simultaneously and working under the pressure of deadlines.

Skill in analyzing data and drawing valid conclusions.

Skill in Microsoft Office products and related technology.

Ability to read, analyze and interpret complex documents.

Ability to apply principles of logic and law to a wide range of intellectual and practical problems.

Ability to think critically and prioritize time sensitive projects to ensure continuity of service and programs.

Ability to effectively problem solve and commit to actionable decisions.

Ability to create a culture of accountability.

Ability to maintain open lines of communication.

Ability to maintain a professional work environment.

**PHYSICAL REQUIREMENTS:** This classification involves work of a sedentary nature requiring very little physical exertion.

**MINIMUM REQUIREMENTS:** Juris Doctor degree from a school of law accredited by the American Bar Association and at least five (5) years of progressively responsible experience practicing law including significant experience in the field of municipal/public law, or an equivalent combination of education and professional legal experience to meet the position requirements. Must be licensed to practice law in the

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State of Arizona and be in good standing with the Arizona State Bar Association, or licensed in a state with reciprocal admission and have the ability to be admitted to the Arizona State Bar by motion.

Prepared by: Ron Corbin, City Manager 5/2/2022

Reviewed by: Amanda Wilber, HR Director 5/2/2022

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_