



## JOB DESCRIPTION

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**TITLE:** City Attorney  
**DEPARTMENT:** Legal  
**GRADE:** 23  
**FLSA:** Exempt  
**EEO DESIGNATION:** Officials Administrators  
**REVISION DATE:** 06/20/2017

### **POSITION SUMMARY**

The Mayor, with the advice and consent of the City Council shall appoint a qualified person to be the City Attorney. This appointed position is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Under the administrative and strategic direction of the City Manager, City Council, and Mayor the City Attorney acts as the chief legal counsel for the city. The City Attorney is responsible for the administration of the legal affairs of the City. The City Attorney represents the City in legal matters pertaining to all civil actions, employment matters, and criminal prosecutions in which the City is a party. The City Attorney reports directly to the City Manager with secondary reporting to the City Council and Mayor. The City Attorney provides direct supervision of the City Prosecutor, Legal Secretary and outside legal counsel obtained by the City for legal matters.

### **ESSENTIAL FUNCTIONS:**

- Research legal matters with regard to State Statute, City Ordinance, decisions, and established City Policies and Procedures.
- Plan, assign, and supervise work performed by City Attorney, Prosecutor, and outside legal counsel including civil and criminal litigation in which the City or its officers are involved.
- Develop, implement, direct, and enforce policies and procedures for the City Attorney's office.
- Prosecutes or defends (or supervise prosecution and defense) in all courts and administrative tribunals all charges of violation and/or actions and appeals on behalf of the City before all boards, commissions and administrative agencies.
- Determine, define, and apply legal principles and precedents to problems and issues within the City.
- Attend or delegate attendance all City council meetings and Planning Commission meetings.
- Furnish legal advice and make recommendations to the Mayor, City Council, and all other City officers, boards, commissions, and agencies.
- Select and direct outside legal counsel as appropriate and necessary.
- Directs the preparation of briefs and memoranda at all court levels.
- Prepare annual departmental budget and conduct monthly analysis of budgetary expenditures against plan.



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- Select, train, motivate, evaluate, discipline and direct the work of departmental employees.
- Performs other related duties as directed.

### **MINIMUM QUALIFICATIONS:**

The City Attorney must have graduated from an accredited college or university with a Juris Doctorate degree. The City Attorney must be a member in good standing with the Utah Bar Association and maintain said good standing. The City Attorney must be admitted to practice before all State of Utah courts and the U.S. District Court. The position requires six (6) years experience as a practicing attorney with at least three (3) years within a municipal environment. A minimum of two (2) years of supervisory/managerial experience of a professional legal staff is required. This position requires a valid Utah Driver's License.

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

1. Functional knowledge and understanding of the laws affecting municipalities, land usage, employment practices, and contracts. General understanding of the functioning of justice court prosecution laws, procedures, and ethics.
2. Knowledge and understanding of legal ethics principles, municipal budget planning and preparation, personnel practices, and management.
3. Proven ability to exercise discretion and independent judgment in applying legal principals to a large volume of situations within a complex legal environment.
4. Ability to communicate effectively, succinctly, and discretely; both orally and in writing.
5. Functional knowledge, skills and experience in the use of electronic communication mediums.
6. Functional knowledge of municipal legal risk management issues and practices.
7. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, officials, employees of other jurisdictions, and the general public.
8. Knowledge and experience in state and federal legislative political processes and

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work in an office environment; sustained posture in a seated position for prolonged periods of time, talk or listen, in person, in meetings, and by telephone; use of hands and fingers to handle feel and operate standard office equipment. The employee is frequently required to walk and stand. Specific vision abilities required by this position including close vision and the ability to adjust focus, observe and interpret situations, learn and apply new information or skills, perform highly detailed work on multiple concurrent tasks with constant interruptions. Work under intensive deadlines and interact with officials, City staff and the public. Unique mental stresses associated with legal related



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matters are present. This position requires the ability to hear, see, communicate, sit and physical mobility. Some travel required.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*