

**CITY OF BURIEN, WASHINGTON**  
**JOB DESCRIPTION**

**Title:** City Attorney  
**FLSA Status:** Exempt

**Dept.:** Legal  
**Reports to:** City Manager

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**General Position Summary**

Leads, plans, and directs the comprehensive legal services and code compliance division for the city; provides counsel to the City Manager, staff, the City Council, and citizen boards and commissions and oversees the contracted legal services for prosecution and civil lawsuits.

**Essential Functions:**

- Supports and models the identified vision, values and behaviors of the organization.
- Plans, directs and coordinates comprehensive legal services for the city.
- Manages the activities, operations and services of the Code Compliance Division.
- Supervises, assigns work and evaluates performance of assigned personnel, assists in the selection of new employees, counsels and disciplines employees according to city policies and procedures. Responsible for staff development.
- Sets direction, goals, objectives, and priorities for the department.
- Provides counsel to the City Manager, staff, Council, committees and commissions.
- Represents or supervises representation of the City in civil and criminal matters and in administrative hearings.
- Oversees and coordinates contract legal services including but not limited to prosecution and supplemental legal services.
- Researches and analyzes complex legal situation and presents legal alternatives.
- Drafts and interprets City ordinances and resolutions.
- Practices preventative law by interpreting, projecting and applying legal/municipal law trends.
- Participates in the City's short and long-range planning to assure proper consideration of legal issues.
- Participates in decisions related to general City policies and operations.
- Tracks legal and policy issues of importance to the City.
- Reviews proposed and enacted state and federal legislation for impact to the City.
- Participates with other departments to refine and develop code provisions.
- Prepares materials for and makes presentations to elected officials and the public.
- Serves as the City's Risk Manager, managing contracted trial attorney prosecution and defense services, and the City's insured claims.
- Develops and administers departmental budget, including forecast of funds for staffing, equipment, materials, and supplies and monitoring of expenses.
- Attends Council meetings and a variety of other special interest meetings as required.
- Performs related duties as assigned.

**Secondary Functions**

- Negotiates contracts and agreements with outside agencies.
- Serves as a member of the City's Leadership Team and emergency response team.

- Serves on and participates in various employee committees.

### **Job Scope**

Position is subject to a wide diversity of work situations requiring a high degree of complexity. The incumbent participates as a member of the City Leadership Team and is responsible for developing policies and objectives and advising staff.

### **Supervisory Responsibility**

Directly supervises professional and administrative support staff and contract legal services; recommends personnel actions, arranges and provides training; schedules staff; assigns and prioritizes work; reviews performance, takes or recommends disciplinary actions; conducts staff meetings.

### **Interpersonal Contacts**

The City Attorney interacts extensively with the other staff, the City Manager, appointed and elected officials, and other governmental agencies.

### **Specific Job Skills**

Advanced knowledge of:

- Comprehensive municipal law, including torts, contracts, land use, labor law, transportation, criminal law, constitutional law, government/administrative law, and municipal finance.
- Theory, structure and practice of municipal law, particularly as it applies to the Council Manager form of government.
- Organizational, fiscal, and supervisory practices and principles.
- Civil and criminal litigation and appellate techniques.

Ability to:

- Effectively lead, plan, organize, assign and supervise work of department.
- Communicate effectively, both in writing and orally, including oral presentations.
- Grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.
- Establish and maintain cooperative and effective working relationships with public officials, City staff, community groups, regional organizations, and the general public.
- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Exercise individual initiative and discretion in work, including confidential matters.
- Accurately apply laws, codes, regulations, policies, and procedures.
- Exercise flexibility.
- Resolve conflict and gain cooperation among conflicting groups.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Recognize occupational hazards and utilize standard safety practices.

### **Mental Abilities**

Continuous decision making, interpersonal skills, teamwork, creativity, training/supervising, use of discretion, independent judgment and/or action, and ability to read, write, speak, and understand English; frequent problem analysis; occasional customer service, mentoring, presentations/teaching, and negotiation; and rare performance of basic and advanced math.

### **Physical Abilities**

Frequent sitting, fingering, hearing, and repetitive motions of hands and wrists; occasional talking, standing, walking, and feeling; and rare stooping, crawling, kneeling, climbing, handling, bending, and repetitive motions of feet. Position requires the ability to lift, push, pull, and carry ten pounds.

**Education and/or Experience**

Admission to the Washington State Bar and seven (7) years comprehensive municipal experience in criminal and civil matters, land use, transportation, and general municipal law, including increasingly responsible legal management, supervisory and administrative duties.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

**Job Conditions**

Work is performed primarily in an office environment with moderate noise level and may require travel to a variety of locations to attend meetings. The position requires attendance at evening City Council and/or other meetings.

08/22/14