

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: ASSISTANT CITY ATTORNEY II

DEPARTMENT: City Attorney

**E-PLAN
CS:N
FLSA:N
EEO4CODE:PR**

JOB SUMMARY:

Assist the City Attorney in performance of the legal work of the City. Assume lead responsibility in specified areas, including public contracting and real estate transactions, subject to direction from the City Attorney. This is a full-time position and the person appointed may not engage in the private practice of law while so employed.

SUPERVISORY RELATIONSHIPS:

Directly responsible to the City Attorney.

ESSENTIAL FUNCTIONS OF THE JOB:

Lead Responsibility

1. Prepares contracts and real estate documents of all kinds as requested by departments. Assists in administration of contracts, including arbitration. Lead litigation responsibility for contract disputes and enforcement.
2. Advises the following departments: Parks and Recreation, Finance and Public Works. Assumes lead in administrative appeals and litigation relating to these departments.
3. Responds to public inquiries and complaints related to lead responsibilities.

Responsibility as assigned by the City Attorney

1. Lead attorney for litigation of certain civil matters and for administrative proceedings.
2. Support other litigation where the City Attorney or retained counsel assume lead responsibility.
3. Research and draft opinions for the City Council and departments outside lead departments.
4. Draft ordinances and resolutions.
5. Assume the duties of the City Attorney when required.

KNOWLEDGE AND SKILLS:

- Knowledge of municipal law.
- Familiarity with the functions and activities of the departments and divisions of municipal government.
- Exactness and attention to detail.
- Management skills including: problem analysis; decision-making; planning and organizing; interpersonal sensitivity; stress tolerance; and time management.
- Excellent oral and written communications skills.
- Ability to work with City personnel, public officials, and private citizens.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

MINIMUM REQUIREMENTS:

- Member of the Washington State Bar required.
- Minimum three (3) years experience in the practice of law required.
- Two or more years experience in public contract law and/or real estate transactions preferred.
- Experience in the practice of municipal or public law preferred.
- Academic emphasis in municipal and/or public law desirable.

PREPARED BY: Ian Sievers
7/84

REVIEWED BY: _____
Dawn Sturwold
City Attorney

REVISED BY: Bruce Disend
6/86
Dawn Sturwold
6/98