

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Assistant City Attorney II / Environmental</b>	<b>E-PLAN</b>
<b>CLASSIFICATION TITLE:</b>	<b>Assistant City Attorney II</b>	<b>SG:18</b>
<b>DEPARTMENT:</b>	<b>Legal Department</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EE04CODE:PR</b>

**JOB SUMMARY:**

Assist the City Attorney in performance of the legal work of the City. Assume lead responsibility in specified areas, including water rights and environmental law, 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. Serves as a legal advisor to the senior management team of the Public Works Department, Operations Division.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Lead Responsibility

1. Lead responsibility for a variety of civil and administrative matters involved in the areas of water rights and environmental law.
2. Advises the Public Works Department as assigned. Assumes lead in administrative appeals and litigation relating to matters involving water rights and environmental law issues.
3. Responds to public inquiries and complaints related to lead responsibilities.

Responsibility as assigned by the City Attorney

1. Lead attorney for litigation of civil matters and for administrative proceedings related to water rights and environmental law.
2. Support other litigation where the City Attorney or retained counsel assume lead responsibility.
3. Research and draft opinions for the City Council related to water rights and environmental law.
4. Draft ordinances and resolutions.

**KNOWLEDGE AND SKILLS:**

- Knowledge of administrative, municipal law, and environmental law.
- Familiarity with the functions and activities of the departments and divisions of municipal government, state government, and federal regulatory agencies.

- 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 environmental law and/or water rights.
- Experience in the practice of municipal or public law preferred.
- Academic emphasis in environmental law, administrative, municipal and/or public law desirable.

**PREPARED BY:** Joan Hoisington  
09/00

**REVIEWED BY:** \_\_\_\_\_  
Joan Hoisington  
City Attorney