

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Assistant City Attorney / Land Use	E-PLAN
CLASSIFICATION TITLE:	Assistant City Attorney, Senior	SG:18
DEPARTMENT:	Legal	CS:N
		FLSA:N
		EE04CODE:PR

JOB SUMMARY:

Assists the City Attorney in performance of the legal work of the City. Assumes lead responsibility in specified areas, including land use and property law, subject to direction from the City Attorney. Advises assigned departments and assumes lead in litigation and administrative appeals related to those departments. 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. Assumes lead responsibility for a variety of civil and administrative matters involved in the areas of land use planning and property law.
2. Advises the Planning and Community Development Department and other departments as assigned. Assumes lead in administrative appeals and litigation relating to matters that involve assigned departments.
3. Responds to public inquiries and complaints related to lead responsibilities.

Responsibility as assigned by the City Attorney

1. Acts as lead attorney for litigation of civil matters and for administrative proceedings related to land use planning and property law.
2. Advises assigned departments and assumes lead in administrative appeals and litigation relating to those departments.
3. Supports other litigation where the City Attorney or retained counsel assume lead responsibility.
4. Researches and drafts opinions for the City Council related to land use, property law, and other legal issues as assigned.
5. Drafts ordinances and resolutions.

KNOWLEDGE AND SKILLS:

- Knowledge of administrative and municipal law.
- Thorough knowledge of land use and property law, including, but not limited to the Growth Management Act, the Land Use Petition Act, zoning, easements, covenants, right-of-way issues, deeds, and contracts.
- 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 land use and real estate law.
- Experience in the practice of municipal or public law preferred.
- Academic emphasis in land use, telecommunications, administrative, municipal and/or public law desirable.

PREPARED BY: J. Hoisington/L. Klemanski
12/03

REVIEWED BY: _____
Joan Hoisington
City Attorney