



Effective: 4/10/2024
City of Sweet Home
FLSA Exempt
Non-Represented
Approved by: *Kelsey Young*

CITY ATTORNEY

SUMMARY:

Under direction of the City Council, the City Attorney provides legal counsel to the City and represents the City in all legal matters. The City Attorney is appointed by the City Council and is guided by the City Charter, City Ordinances, and other statutes as they exist and by the procedures and limits imposed by them. This is a part-time position anticipated at 30 hours weekly. Attendance at City Council and other meetings outside of standard business hours will also be required.

This position exercises no supervision.

ESSENTIAL JOB FUNCTIONS

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

- Give legal advice and confer with various City officials, employees, boards, commissions, and committees. Prepare legal opinions on questions submitted by City officials and prepare all legal documents and instruments.
- Prepare ordinances, resolutions, official notices, and legislative acts relative to the City's governmental functions.
- Prepare a variety of studies, reports, recommendations, and related information for decision-making purposes.
- Draft or review proposed policies, handbooks, procedures, and other documentation to ensure legal compliance.
- Assist with contract solicitations and negotiations.
- Serve as prosecutor for the City and, upon request, review all crime reports where complaints are requested to determine if a complaint is valid and prosecution merited.
- Represent the City in all jury trials and all trials where there is a defense attorney, represent the City in various other courts, and confer with police officials and other persons in such capacity.
- Conduct trials, hearings, and arraignments, including to make findings of guilty or not guilty and determine penalties.
- Pursue professional development opportunities to keep abreast of trends and developments in the legal field.
- Attend City Council meetings and provide guidance on procedural and legal requirements for the conduct of City Councilors.
- Serve as a member of various City Committees or work groups as assigned.
- Assist other staff in the performance of their duties as assigned when legal consultation is required.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS

- Juris Doctor from an accredited law school and licensed to practice law in the State of Oregon; OR ability to obtain licensure to practice law in the State of Oregon within one year of appointment, plus two years of relevant municipal experience requiring extensive interpretation of laws and regulations.
- Oregon State Driver's License or ability to obtain within six (6) months of appointment.

DESIRED QUALIFICATIONS

- Two (2) years in the practice of municipal law or experience in a private law firm advising municipal governments.
- Extensive knowledge of contracts, criminal justice, employment, land use, and procurement in the State of Oregon.