

CITY OF CHATTANOOGA

Classification Specification Title: City Attorney

Department: GG City Attorney's Office

Pay Grade: GS.28

Supervision Received From: Chief Operating Officer

FLSA Status: Exempt

Supervisory Responsibility For: Staff Attorney 1, Staff Attorney 2, City Judge, Compliance Officer, Sr. Asst.

Established: 6/29/07

City Attorney, Public Records Manager

**Revision Dates: 4/1/25;
8/27/24; 10/20/23; 3/29/12**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as the Chief Legal Counsel for the City in representing the City in a court of law in prosecuting or defending suits, supervising the preparation of the City's legal documents and directing the operations of the Legal Department. Work is performed under administrative direction.

SERIES LEVEL:

The City Attorney is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level attorneys and support staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Manages the day-to-day operational activities of the Legal Department which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems, standards, needs assessment and/or service offerings; ensures compliance with Federal, State and Local laws, ordinances, codes, rules, regulations, policies and/or procedures.

Provides legal counsel and advice to the Mayor and Council, City boards, City officials and staff regarding legal matters pertaining to municipal government operations; participates in the formulation of City policies; prepares ordinances and resolutions; reviews legislative bills, State and Federal laws and regulations for impact on the City.

Represents the City government, City officials and staff, in their official capacities, in all legal matters; handles litigation of claims and suits filed for or against the City; prepares related complaints, legal motions, briefs, orders and answers. Oversees the enforcement of City codes, ordinances, contracts and permits to ensure compliance with applicable laws and regulations; oversees investigation of violations; prosecutes parties found in noncompliance; negotiates settlements.

Attends City Council meetings; prepares agenda for City Council meetings; attends staff meetings and various committee meetings; may serve as ex-officio member of committees or task forces. Confers with the Mayor and Council; department administrators; City staff; judges; Local, State and Federal government officials; private attorneys; legal agencies; and others. Prepares and makes public Statements to the news media regarding the status of pending legal matters, active cases, new ordinances and laws.

Coordinates the handling and resolution of claims against the City; assists in determining proper compensation for claims approved for payment.

Provides legal counsel to the Industrial Development Board, the Election Commission and other boards and commissions.

Represents the City in regulatory matters before State and Federal agencies. Lobbies at the Federal and State level as necessary.

Prepares legal opinions, resolutions, ordinances and executive orders; prepares letters for audit reports and bond under-writings; coordinates the preparation, printing and distribution of the City's code books.

Oversees the scheduling and conduct of City Council meetings, public hearings, budget hearings, work sessions and other public meetings to ensure compliance with open meetings and open records laws.

Reviews City policies, administrative procedures and practices for compliance with various laws including the Americans With Disabilities Act, the Drug Free Workplace Act, Fair Labor Standards Act and other laws relating to personnel administration. Oversees legal services provided by outside counsel to the City.

Reviews and evaluates legal complaints, briefs, opinions and other legal documents prepared by subordinate attorneys; returns documents for processing; files records and reports.

Responds to calls regarding personal injury and/or property damage resulting from accidents involving City vehicles and personnel.

Responds to inquiries, problems and complaints from the general public.

Prepares and manages the departmental budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Juris Doctorate and ten (10) years previous practicing attorney experience, including three (3) years of progressively responsible management and supervisory experience, preferably in a municipal government or public sector environment.

LICENSING AND CERTIFICATIONS:

Member in good standing with the Tennessee State Bar Association Admission to practice before the Tennessee Supreme Court. A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of managerial and leadership principles; applicable Federal, State and local laws, rules, regulations, codes and/or statutes; judicial and quasi-judicial procedures; caseload management techniques; investigative procedures; legal research methods; constitutional and statutory bases for City government and applicable case law and organization, functions and legal limitations on authority of various City departments and enforcement and process problems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using computers and related software applications; understanding applicable case law, statutes, Rules of Evidence and criminal procedure; analyzing situations and recommending solutions; formulating and communicating legal advice to clients which is responsive to the clients' needs and oriented to problem resolution; writing clear and effective memoranda, opinions, correspondence and other legal documents; preparing and trying cases before administrative and judicial forums, including appeal; negotiating and mediating; performing legal research; speaking in public; conducting legal analysis; researching case law; writing clear, succinct, effective and persuasive motions and responses to motions; preparing and analyzing cases; trying cases in a court of law and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the

Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.