

**POSITION TITLE:** CITY ATTORNEY

**DEPARTMENT:** LAW

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Municipal Administrator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

City Prosecutor, Administrative Secretary

**DIRECT:**   2        **INDIRECT:**   4  

### POSITION FUNCTION

This position is responsible for providing legal advice and opinions to the Mayor, Council and City department heads; represents the City in court actions.

### JOB RESPONSIBILITIES

Provides legal advice and opinions regarding the conduct of City business

Conducts research of existing statutes, ordinances and court decisions

Attends Council meetings for the purpose of providing legal advice

Represents the City during court actions and other matters of litigation

Monitors the work of the Assistant City Attorneys and other assigned personnel

Prepares contracts and other legal instruments involving City operations

Prepares records, reports and other documentation

Reviews financial data and participates in the investment of City funds

Attempts to settle, adjust or compromise on claims involving accuracy and compliance with established standards

Performs other related duties as assigned.

### PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

## REQUIRED SKILL SETS

### *Occupational/Technical Skills*

Knowledge of Federal, State and Local laws

Must maintain a valid Ohio Driver's License and have the ability to drive.

### *Administrative Skills*

Ability to set goals and develop strategies and schedules for meeting them

Ability to plan, organize, assign and direct work of staff

Ability to adequately allocate resources to meet objectives

Ability to use techniques of effective time management

Ability to handle multiple priorities and projects

### *Cognitive Skills*

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to identify problems, recognizing symptoms, causes and alternative solutions

Ability to make timely, sound decisions

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to perform standard business arithmetic, including percentages and decimals

Ability to apply financial principles and numerical techniques to management problems

Knowledge of basic budgetary principles and practices

Ability to encourage the creativity of subordinates

Ability to create and readily draw on a large pool of diverse sources of information

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

### *Communications Skills*

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Ability to prepare analyses, policies and/or budgets

Ability to develop complex reports and position papers

### *Interpersonal Skills*

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

### *Leadership Skills*

Knowledge of administration and supervision of staff and activities

Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to establish effective controls, ensuring that employees have necessary resources and authority

Ability to monitor progress and exercise control

Ability to select and evaluate employees

Ability to provide performance feedback

Ability to facilitate professional growth

## DESCRIPTION OF WORKING CONDITIONS

Work is performed indoors and involves night and/or weekend meetings; incumbent typically works alone.

## EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

J.D., License to practice Law in the State of Ohio; Seven to ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.