**Position Title:** City Attorney  
**Department:** Law  
**City of Bowling Green**

**Reporting Relationships**

<table>
<thead>
<tr>
<th>Municipal Administrator</th>
<th>DIRECT REPORTS BY TITLE: City Prosecutor, Administrative Secretary</th>
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<td><strong>POSITION REPORTS TO</strong></td>
<td>DIRECT: 2</td>
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**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.
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.