

## CITY ATTORNEY

### CLASS DESCRIPTION

#### General Responsibilities:

This is highly responsible managerial, supervisory, and professional work in the administration of all legal services for the City of Madison. The work involves directing and providing legal consultation and legal services to: the Council; the Mayor; and all departments, divisions, committees, commissions, and boards of the City. This position manages the Office of the City Attorney (OCA) and is responsible for the performance and/or supervision of all related managerial, budgetary, and administrative activities. Work also includes substantial involvement in economic development and City financing projects and activities, insurance and liability issues, contractual relations, application of federal, state and local laws, supervision of litigation, and management level problem-solving and policy development. The work is characterized by a high level of legal expertise and professional judgment and discretion. Work is performed under the general direction of the Mayor, and the employee may serve on the Mayor's Management Team.

#### Examples of Duties and Responsibilities:

Hire, train, assign and manage staff for the OCA. Develop and administer the OCA budget. Manage the operations of the OCA including the development and administration of office policies, support for city-wide goals around sustainability, racial equity, and performance excellence, and the general administration of the office.

Plan, organize, direct and evaluate all activities of the staff of the OCA. Provide leadership and direct all activities of the legal staff in prosecuting and defending cases arising out of a violation of City ordinances and/or in which the City is involved as a party. Represent the interests of the City in all legal matters before any court or tribunal. Recommend, supervise and evaluate the services of outside counsel, as appropriate.

Provide leadership in the development and codification of all legal opinions prepared by the OCA. Provide high-level expertise and/or provide leadership in consulting with and advising City officials in complex legal matters.

Serve as official reviser of the Ordinances. Manage the development and codification of the City Ordinances. Manage the preparation of all resolutions, deeds, contracts and other legal documents, and/or review all such documents for appropriate form and legality. Pass upon titles.

Oversee all proceedings relating to the issuance of general obligation and revenue bonds, the condemnation of lands and properties, and the annexation and/or acquisition of territory. Perform and/or oversee the legal and procedural aspects relating to economic development and City financing and other complex projects.

Attend Common Council meetings and serve as general counsel and parliamentarian for the City of Madison.

Carry out the duties and obligations of the City Attorney set out in Wis. Stat. sec. 62.09(12), including that the City Attorney “shall conduct all the law business in which the city is interested.”

Serve on the Mayor’s Management Team and participate in and/or lead other teams, committees and problem solving efforts.

Demonstrate a commitment to the City’s racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles.

Ability to instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems.

Ability to demonstrate and promote organizational values, in everyday work, to further the mission and vision of the City of Madison.

Perform related work as required.

## QUALIFICATIONS

### **Training and Experience:**

Generally, positions in this classification will require:

Ten years of increasingly complex experience as an attorney, including experience in: settlements, trial work and legal research, preferably in a municipal setting, and at least 2 years experience in supervising lower-level staff or managing the operations of a law firm or other business. Such experience will be gained following graduation from an accredited law school. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### **Knowledge, Skills and Abilities:**

Thorough knowledge of the principles and practices of civil and municipal law, particularly as it relates to municipal and governmental entities with thorough knowledge of governmental finance and economic development. Thorough knowledge of the methods, materials and practices of legal research, investigation, opinion preparation and civil litigation. Thorough knowledge of judicial procedures and rules of evidence. Thorough knowledge of local ordinances, State and Federal laws, constitutional provisions affecting municipal government operations and their effective integration. Thorough knowledge of public administration managerial and supervisory principles and practices. Thorough knowledge of and ability to use computer software applicable to the duties of the position,

including legal research tools. Ability to plan, organize, direct and evaluate the activities of a major law office. Ability to supervise and/or participate in a wide variety of litigation and related legal activities. Ability to carry out independent research on legal issues. Ability to present legal matters logically, clearly and concisely in accepted form. Ability to exercise sound judgment and discretion. Ability to plan, assign and review the work of lower level attorneys. Ability to communicate effectively, both orally and in writing. Ability to prepare complex briefs, opinions and pleadings. Ability to establish and maintain effective working relationships. Ability to work collaboratively with the Mayor, Common Council members, members of boards, commissions and committees, and City managers and employees. Ability to effectively develop, communicate, and defend technical recommendations to boards, commissions, elected officials, other governmental officials and the public. Ability to communicate effectively with the public and the media. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

Necessary Special Qualifications:

Admission to the bar and licensed to practice law in the State of Wisconsin, or the ability to gain said credentials prior to Common Council confirmation of an employment contract.

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
City Attorney's Office	21	23

Approved: \_\_\_\_\_  
 Harper Donahue, IV  
 Human Resources Director

Date