



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>CITY ATTORNEY</b>		
Department:	Administration		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	ADM/5
FLSA Status:	Exempt	Random Substance Testing:	N

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## Job Summary:

This position is responsible for providing legal advice to the City Council, the City Administrator, and all city departments and for representing the city in all legal proceedings.

## Job Scope:

The purpose of this position is to provide legal advice and support to the City Council, Mayor, and the City Administrator and to represent the city in all legal matters. Successful performance ensures that the city government is well informed and represented in respect to legal matters and that the city is in compliance with all legal requirements.

## Essential Duties and Responsibilities:

1. Reviews all code violations; determines appropriate action, including submitting to court for filing, returning to Police Department/Code Enforcement Department for further investigation, or refusing to file case.
2. Attends all Municipal Court sessions.
3. Approves amendments to tickets and code violations; signs failure to appear warrants prepared by court clerks.
4. Performs legal research and provides legal opinions, interpretations, and advice to the City Council, City Administrator, and Mayor on matters of city business.
5. Drafts ordinances, resolutions, reports, and memoranda for the city.
6. Negotiates, develops, and/or reviews city contracts and bond documents as requested by the City Administrator.
7. Represents the city in matters not covered by liability insurance.
8. Works with outside counsel on litigation matters.
9. Attends City Council meetings; answers miscellaneous questions and inquiries from citizens, attorneys, and department heads.

10. Consults with City Administrator, Personnel Director and Department Heads regarding disciplinary actions such as suspensions, demotions, and terminations.
11. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Bachelor's degree and graduation from an accredited school of law
2. 5 years of progressively more responsible legal experience
3. 15 + hours of continuing education annually
4. Required memberships: MMA, MML, International Municipal Lawyers Association
5. Current membership in the Missouri Bar
6. Knowledge of municipal government practices preferred
7. Missouri Drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of all aspects of municipal and local government law, including Sedalia City Ordinances, state and federal statutes, and constitutional law.
2. Skill in thought processing and decision making.
3. Skill in conducting legal research and preparing and presenting legal opinions.
4. Skill in interviewing persons and obtaining information.
5. Skill in operating a computer and standard office equipment.
6. Skill in oral and written communication.

**Guidelines:**

1. Guidelines include federal, state, and local laws.
2. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing City guidelines.

**Complexity:**

The work consists of varied legal and administrative duties. Time constraints and frequently-changing laws and statutes contribute to the complexity of the work. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

**Principal Working Relationships:**

Contacts are typically with city administrator, department heads, other city employees, elected and appointed officials, other attorneys, court personnel, and the general public.

1. City Administrator, department heads, other city employees.
2. Elected and appointed officials.
3. Other attorneys, court personnel and the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.