

CITY OF PARKVILLE JOB DESCRIPTION

City Attorney

Title: City Attorney

Department: Administration

Supervisor: City Administrator

FLSA Status: Exempt

Pay Range: \$105,107-\$147,139

Schedule: 8:00 a.m. – 5:00 p.m., Monday - Friday, occasional weekend and evening hours as needed, especially during peak work periods (i.e. annual budget)

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

Overview: The City of Parkville Missouri, a 4th Class City in the State of Missouri, is looking to fill a full-time position within the City. This position is appointed by the Mayor with the advice and consent of the Board of Aldermen. This position is managed by the City Administrator and answers to the Mayor and Board of Aldermen. This positions requires a licensed and practicing attorney at law in the state of Missouri.

General statement of main duties: The City Attorney assists the Mayor, the City Board of Aldermen, City Administrator, City management and all City departments with matters of municipal law and seeks creative solutions to issues within the confines of the law. Ordinances and resolutions that come before the Board of Aldermen are routinely reviewed by the City Attorney. The City Attorney is appointed by the Mayor with the consent and approval of the Board of Aldermen.

Services provided by the City Attorney include:

- Chief Legal Counsel to the Mayor and Board of Aldermen
- Represents the City and directs outside legal counsel in civil suits, actions, and proceedings authorized by the governing body.
- Provides legal defense counsel in suits and actions brought against the City, and/or directs special legal counsel when appropriate.
- Assists City Administrator and City leadership and staff by providing legal services and advice pertaining to City business and issues including Zoning and Right of Way matters.
- Prepares, reviews, and approves as to form and sufficiency, City ordinances, resolutions, deeds, and contracts.
- Reviews various matters for compliance with applicable laws and ordinances
- Provides legal insight and updates, as needed, to the City in all legal matters, including:
 - Analyze cases for their value as legal precedents, providing feedback, as needed, to Board of Aldermen and City Administrator
 - Drafting, reviewing and/or supervising the preparation of responses for legislative matters involving state and federal legislation that may impact the city
- Provides legal assistance and participates in employee relations matters.

- Represents the City before boards and agencies, as needed, and attends all Board of Aldermen meetings and certain other City boards as needed.

In addition to serving other City departments, the City Attorney is available as a resource to members of volunteer boards and to Parkville Board of Aldermen to answer questions about potential conflicts of interest. Provide quality professional legal services to the government of the City of Parkville. Provide leadership in areas requiring legal expertise.

Performs such other related duties and functions as may be necessary in the fulfillment of the duties referenced herein.

Minimum Qualifications: A Bachelor's degree from an accredited college of law, and membership in "good standing" with The Missouri Bar, and a minimum of five (5) years progressively responsible experience in municipal law is required. Possession of a valid local Driver's License as required for the position.

Required Knowledge, Skills and Abilities:

- Knowledge and understanding of judicial procedures at all judicial levels.
- Knowledge and understanding of City ordinances, codes, regulations, policies, practices and accepted interpretation of same.
- Knowledge of State Statutory and Constitutional law.
- Knowledge and understanding of modern office practices and procedures and standard office legal equipment.
- Knowledge and understanding of the organization, functions and legal challenges of City government.
- Ability to research and to compile information of a technical and complex manner.
- Ability to analyze, appraise and organize the facts, evidence and precedents concerned in work load as well as any legal cases (as applicable).
- Ability to present complex findings effectively in oral or written reports
- Assist City departments in drafting legislation or contracts.
- Ability to present and argue cases in court.
- Ability to establish and maintain effective work relationships with other employees, City officials, contractors, professionals, and the general public.
- Skill in the use of computers and various software programs.
- Skill in supervision of staff and public and employee relations.
- Skill in effectively dealing with court officials and attorneys.

Work Environment and Equipment Utilized: Standard office equipment and Microsoft Office software is utilized routinely in the job and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Employee Signature/Date

Supervisor Signature/Date

Department Head Signature/Date

City Administrator Signature/Date