



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Assistant City Attorney II - Contract and Open Records

JOB NO: PM082212

JOB FAMILY: Professional/Managerial

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Performs complex professional legal work assisting the City Attorney in providing a wide scope of legal services to the City of Mesquite, its City Council City Staff and various boards and commissions, including legal advice, opinions and participation in litigation.

SUPERVISION

General supervision is provided by the City Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Responsible for negotiating, drafting and reviewing construction contracts, service contracts, purchase agreements and various other contractual documents.
3. Advise various city staff and departments regarding development of contract provisions, specifications and contract administration.
4. Advise various city departments regarding bid solicitation, contract award and other aspects of competitive bidding and high technology procurement.
5. Respond to internal and external inquiries regarding open records, coordinate with other departments, prepare and follow up on requests for determinations to Attorney General of Texas regarding exceptions to open records requirements.
6. Provide legal advice and opinions to various city departments in other aspects of municipal law including personnel and civil service matters, open meetings and other legislative regulations governing municipalities, general liability, and municipal policies and procedures.
7. Perform legal research and analysis and prepare formal legal opinions.
8. Attend as legal advisor at various city board, commission and staff meetings.
9. Participate in interdepartmental meetings to draft new ordinances, amendments to existing ordinances, review contracts, and discuss and assist in resolution of various municipal problems.
10. Provide representation in general civil litigation and dispute resolution; prepare pleadings, briefs, motions and other documents as required, and assist with outside law firms and attorneys representing the City in litigation and other matters.
11. Review and prepare leases, deeds, ordinances and other legal documents.

OTHER DUTIES AND RESPONSIBILITIES

1. Study legislation and case law directly or indirectly affecting all aspects of Municipal Law; keep abreast of court decisions and legislative changes.
2. Attend continuing legal education seminars.
3. Provide assistance to Deputy City Attorney; may be required to act in absence of Deputy City Attorney.
4. Assist in supervision and evaluation of support staff in the City Attorney's office.
5. Perform related duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Juris Doctorate or equivalent degree from an accredited law school

EXPERIENCE

Four years of broad professional legal experience in municipal law including experience in legal research and some trial practice.

Work related experience resulting in equivalent proficiency levels to the above minimum requirements will be considered as an acceptable substitute for the above requirements.

LICENSES AND CERTIFICATES

Membership in the State Bar of Texas.

Possession of or ability to obtain license for practice before U.S. District Court and U.S. Circuit Court of Appeals.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Local, State and Federal laws, ordinances, statutes and court decisions relating to municipal operation.

Contract and bidding laws.

Texas Open Records Act, Open Meetings Acts and Conflict of Interest Statute.

Texas Torts Claim Act.

Methods and techniques of legal research.

State and Federal court decisions pertaining to civil rights and constitutional law.

Civil procedure; methods and practices of pleadings.

Organization function and authority of various city departments.

Principals and practices of criminal law.

Zoning and platting laws and procedures.

Skill in:

Analyzing legal questions, applying the correct legal principals, determining the potential consequences of a proposed action and presenting facts and legal conclusions in a clear and logical form.

Performing in depth legal research on a wide variety of legal matters.

Communicating legal advice and opinions to the City Council, boards and commissions, and city departments on a variety of legal issues.

Drafting contracts, complex legal opinions, ordinances, agreements, leases, deeds, pleadings, briefs and other legal documents.

Ability to:

Analyze, interpret and appraise facts, legislation and legal precedents.

Interpret Federal, State and local policies, procedures, laws, rules and regulations.

Determine the potential consequences of a proposed action and present facts and legal conclusions in a clear and logical form.

Perform complex legal research on a wide variety of legal matters.

Analyze and prepare effective contracts, legal opinions, ordinances, agreements, leases, deeds, pleadings, briefs and other legal documents.

Communicate clearly and logically both orally and in writing.

Prepare sound legal opinions using independent judgment.

Establish and maintain cooperative, effective working relationships with those contacted in the course of work.

Represent the City in general civil matters and dispute resolution.

Assist in the supervision, training and evaluation of support staff.

Pass a medical physical exam and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time.*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: May 1995

REVISION DATE: October 2001; May 2002