



City of Tempe

SENIOR ASSISTANT CITY ATTORNEY

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	452	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
<i>Click here for more job classification information including current salary range</i>			
<i>**This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.</i>			

DISTINGUISHING CHARACTERISTICS
<p>The Senior Assistant City Attorney classification is distinguished from the Assistant City Attorney classification by the supervisory assignment over externships and/or newer attorneys, succession planning and implementation, complexity of assignments received; direct backup for City Attorney when requested, or as assigned or assignment to the Water and Natural Resources functions.</p> <p>The water, wastewater and land use assignment will represent the City in water and wastewater law, water utilities, water rights, water and wastewater law, and related regulatory and land use issues at the City of Tempe; advise City Council and the Municipal Utilities department on legal questions, opinions, recommendations, ordinances, resolutions, and internal City documents concerning water matters and municipal utilities. The position may be called on to advise other departments within the City as necessary.</p>

REPORTING RELATIONSHIPS
<p>Receives general direction from the City Attorney or Deputy City Attorney.</p> <p>May exercise direct supervision over professional, administrative and other legal support staff, depending upon assignment.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Ten (10) years of legal experience as an attorney including at least seven (7) years of legal experience in municipal law. Preference will be given to legal experience at the City of Tempe. Demonstration of competence in the areas outlined in the Distinguishing Characteristics above or experience relevant in those areas.</p> <p><i>When assigned to Water, Wastewater and Land Use:</i></p>

	Seven (7) years of experience as an attorney including at least three (3) years of water and wastewater law and related regulatory and land use issues. Demonstration of competence in the areas outlined in the Distinguishing Characteristics above or experience relevant in those areas.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Membership in good standing with the State Bar of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide a wide range of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to provide highly difficult staff assistance to the City Attorney.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervise attorneys, externs, or other staff as assigned while supporting functions of the City Attorney's office; participate in the selection, training and evaluation of professional personnel; implement succession planning to identify and transfer crucial job skills, knowledge and social/professional relationship building to prepare the next generation of attorneys; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- As assigned, handle all levels of work in assigned subject areas with a minimum level of supervision and provide backup and support throughout the City Attorney's office as need arises.
- Assist in organizing continuing legal education opportunities within the City Attorney's office.
- Identify particular areas of practice within City Attorney's office that would benefit from expertise the attorney has in their subject area and formulate and implement activities for others to benefit from expertise.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances.
- Prepare and/or assist in the preparation of legal opinions on proposals submitted to the City Attorney's office by City Council, boards and commissions and departments; research, draft, and propose new legislations or changes to existing legislation as required.
- Respond to and resolve difficult and sensitive matters requiring considerable legal expertise.
- Serve as back-up to the Deputy in the Civil or Criminal Division as assigned; attend and present information, policy, or legal advice to City Council at Executive Sessions, Work Study Sessions, Retreats, Regular Council Meetings or Council Committees; and perform related duties as assigned.
- Perform related duties as assigned.

When assigned to the Water, Wastewater and Land Use:

- Attend meetings with department officials and employees to discuss legal questions, code enforcement policies, impacts of planning decisions and procedures to be followed in various actions, concerning water law issues. Topics may include water rights, water supplies, water quality, reclaimed water and reuse, water and wastewater utility financing, water and wastewater infrastructure, and related regulatory, land use and administrative law.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances concerning water issues.
- Represent, or assist other attorneys in representing, the City in state and federal court litigation, including appellate courts; prepare pleadings, discovery documents and exhibits, present oral arguments, and conduct all necessary preparation including working with expert witnesses and outside counsel; conduct hearings before administrative agencies; and perform other litigation duties relating to water and wastewater issues.
- Assist department heads in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures in order to meet water law requirements.
- Prepare legal opinions on proposals submitted to the City Attorney's office by City Council, boards, commissions and departments; research, draft, and propose new legislation or changes to existing legislation concerning water-related issues, as required.
- Draft and negotiate contracts and other agreements including settlements with regulatory agencies, governmental and non-governmental entities, and Indian communities.
- Work collaboratively with governmental and non-governmental entities to represent the City's interests in regional and national water matters, including drafting multi-party agreements to resolve water disputes and related issues.
- Advise City Council and departments on legal questions, opinions, recommendations, ordinances, resolutions and internal City documents concerning water matters, and conduct necessary legal research.
- Proactively support the City's water interests by participating in stakeholder working groups concerning regulatory changes and legislation; recommend resolutions for sensitive citizen inquiries and complaints concerning water law.
- Review legal forms such as bids, contracts and bonds for services and supplies related to water and wastewater matters.
- When called upon, mentor and assist in the professional development of less-experienced attorneys on staff.
- Assist in the supervision and evaluation of support staff, externs, and clerks in the City Attorney's Office.
- Monitor new legislation and recently decided case law; attend and participate in legislative hearings and meetings to represent and protect the City's water interests; complete required continuing legal education hours; and attend and participate in City Council meetings as needed.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;

- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2004

Creation of Job Description was September 2005

Revised February 2022 (update minimum qualifications and job duties)

Revised January 2023 (adding update to minimum qualifications and job duties)