

Bluffdale City Attorney

Bluffdale City Personnel Department

14350 South 2200 West

Bluffdale, Utah 84094

Phone: (801) 254-2200 Fax: (801) 253-3270 www.bluffdale.com

EMPLOYMENT OPPORTUNITY

Bluffdale City is seeking an experienced attorney to perform a broad range of legal services for the City. The new City Attorney will bring with him or her a broad understanding of local government issues cities face. The successful candidate will have the ability to successfully multi task, be a dedicated team player, have a desire to work hard, and have the ability to work with various city leaders, departments, and organizations.

OPEN DATE:

CLOSE DATE:

Position Title: City Attorney

Department: Legal

FLSA Status: Exempt

Grade: 26

This is an appointed position.

Summary Statement of Overall Purpose/Goal of Position: Provide courteous, timely and professionally-sound analysis, advice and law-related support to the City; help City leaders envision, plan, facilitate, and effectuate goals and decisions benefiting the City and its residents, guests, and business community; and draft and civilly enforce law and policy of the City.

Essential Duties:

- Advise and counsel City officials and staff on legal issues and matters.
- Represent and defend the City in civil litigation and pre-litigation matters against or involving the City and/or its interest.
- Represent the City and zealously investigate, enforce, and prosecute civil and non-criminal violations of the City ordinances and State laws committed within the jurisdictional boundaries of the City.
- Draft and/or review law and policy of the City, as well as contracts, correspondence and other legal documents requested by or beneficial to the City.
- Refer legal matters outside attorney's areas of responsibility (and/or legal knowledge or expertise) to the appropriate legal representative of the City, and coordinate therewith as needed.
- Perform legal research.
- Attend City Council, Board of Adjustment, and planning-related meetings of the City.

- Maintain professional competence in the areas of law and procedure which affect/impact municipalities.
- Have and maintain professional credentials required to practice law and to assist and represent the City before judicial and administrative bodies and officials.
- Perform such other duties and responsibilities as assigned.

Education: Must have graduated from an ABA-accredited law school and obtained a Juris Doctorate (J.D.) degree.

Experience and Training: Must have at least two (2) years experience working in a State or local government attorney's office, with a preference to applicants who have worked two or more years as a City Attorney or in the civil division of a City or County Attorney's office.

Certificates and Licenses: Must have passed the Utah State Bar exam and must hold and maintain a current license to practice law in the State of Utah.

Knowledge: Must have or be willing to acquire a working knowledge of municipal and general law, including but not limited to elections law; state and federal constitutional law and relationships; state law and procedures regarding municipal administration; parliamentary procedure; revenue and taxation, bonding, public debt, and fiscal law; Fair Labor Standards Act and other applicable personnel, employment and labor law; workman's compensation and unemployment insurance; natural resources law, with an emphasis on water and public lands law; the powers and duties of cities and municipal officials; local government organization; state and local legislation types and procedures; eminent domain, impact fees and exactions; public tort liability law and governmental immunity; annexation and zoning law; Fair Housing Act and related statutory and case law; environmental law and liability; the law of the safe workplace (Including OSHA, Health Department, DEQ, and EPA regulations); administrative law; community and economic development; public accessibility to governmental documents and information (e.g., GRAMA, FOIA, and the Privacy Act); intergovernmental relations, compacts, grants, and revenue sharing; lien law; government contract law and procurement law; "Sunshine" and "open meetings" laws (e.g., OPMA); government ethics and disclosure laws; land use planning, development, regulation, and redevelopment; zoning; nuisance abatement; anti-discrimination laws, including ADA (Americans with Disabilities Act); franchise and telecommunications law; real property and real property finance law; landlord-tenant, consumer and collections law; contract law; business and corporate law; and criminal law.

Skill In: Legal research and analysis, risk analysis, trial preparation, drafting of legal documents and effective oral and written communications.

Ability To: Think; anticipate and evaluate issues; read for detail and comprehension for long periods of time; plan, set goals, and self-monitor; work alone, with little supervision, and under stress; work cooperatively with elected officials, City staff and City employees; communicate effectively; facilitate discussions and problem-solving; and be a self-starter.

Responsibility For: The drafting of legal documents and legal correspondence for the City, the advising of elected officials and City staff and employees, the representation of the City in

judicial and administrative legal proceedings, the civil enforcement of the City's ordinances, the updating of City laws and policies as required.

Communication Skills: Demonstrated ability, in both oral and written communications, to be concise, yet complete; logical, unbiased, and unemotional; and informative, interesting, and persuasive.

Tool, Machine, Equipment Operation: Periodic use of a City vehicle; and frequent use of computer, printer, photocopier, and telephone.

Analytical Ability: Able to "see the issues" and to logically and effectively analyze statutes, ordinance, case law, and factual data; be detail-oriented.

Supervisory Responsibility: Supervise, encourage, motivate, and evaluate such legal, paralegal, secretarial, and/or clerical staff as are assigned to the Legal Department of the City.

Working Conditions: Primarily sedentary, in a climate-controlled and comfortable office setting. Some moderate lifting required to move files and file boxes. Frequent attendance at City meetings, and occasional appearances in judicial and administrative proceedings (in and away from the City) required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to the job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Application and Selection Procedure: Individuals interested in this position must submit a Bluffdale City Application, cover letter with a detailed resume, including mailing addresses and telephone number of prior employers, and a list of three to five professional references to the Bluffdale City Human Resources Department, 14350 South 2200 West, Bluffdale, Utah 84065. Applications will be reviewed and those best matching the city's needs will be invited for a panel interview.

Salary range is \$5,337.00 to \$7,651.00 a month depending on experience/education.

