

**CLASS SPECIFICATION**  
**CHIEF DEPUTY CITY ATTORNEY**

**PAY GRADE: 63**  
**CLASS CODE: 30003019**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to the City Attorney. Under general policy direction, assists the City Attorney in the management of the City Attorney's Office, including supervising the Deputy City Attorneys and Senior Deputy City Attorneys within respective Practice Group. Classification is exempt from Civil Service.

Responsibilities include: providing full legal services for the City; representing the City in court and in administrative and quasi-judicial proceedings; drafting legal documents; advising on policy development, program implementation, and a variety of legal subject areas; overseeing Senior Deputy and Deputy City Attorneys and paralegals on assigned cases; making recommendations to Attorneys; developing, advising, and making recommendations on policies, practices, and initiatives; representing the Office in meetings and initiatives; serving as Acting City Attorney in their absence; performing functions required by the City Charter, Code, and statutes. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall legal and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Chief Deputy City Attorney is an executive-level classification in the City Attorney's Office.

Chief Deputy City Attorney is distinguished from Senior Deputy City Attorney in that the latter report to the Chief Deputy City Attorney and provide legal services under their direction.

Chief Deputy City Attorney is distinguished from the City Attorney in that the former reports to the City Attorney and is responsible for advising and assisting the City Attorney in the management of the Office.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Plan, organize, manage, direct, and evaluate the work of assigned Practice Group.
2. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
3. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews.

4. Provide legal advice and make recommendations to City Council and staff regarding legal and other risks associated with municipal government; keep current on legal developments nationwide; provide Bureaus/Offices with updates and provide recommendations.
5. Oversee the research, investigation, and analysis of case facts to determine legal and factual allegations, circumstances, proper parties, legal basis of claims, and to formulate strategy and tactics.
6. Supervise, oversee, and provide legal opinions, advice, and advocacy, verbally and in writing, in support of the City's policy goals; respond to requests from City officials for legal opinions.
7. Provide legal representation to the City's elected officials, employees, Bureaus/Offices, boards, and commissions on a range of legal areas; manage the legal representation provided by attorneys in Practice Group; appear in court and before judicial, quasi-judicial, administrative, legislative, committee, and public media forums; prepare for, attend, and advocate for City in legal proceedings and settlement conferences/mediations; perform post-trial procedures; determine grounds for, advise on, and oversee appeals proceedings; and advise appropriate City representatives of outcomes and impacts.
8. Oversee, advise on, negotiate, and approve contractual obligations between the City and private businesses, individuals, and other governments; oversee and negotiate on the City's behalf with third parties to resolve issues in contractual, regulatory, or other relationships; review documents for legal sufficiency to ensure City's actions are legally binding, in proper form, and prevent exposure to liability.
9. Oversee, advise on, and approve the development of proposed legislative actions, ballot measures and titles, settlements, deeds, and other instruments in property disposal, and bonds issued by the City.
10. Ensure City officials and Bureau/Office staff comply with legal and ethical requirements, and reduce legal and ethical risks to the City; educate and train City officials, Bureaus/Offices, and City employees in ethics, legal duties, and constraints on areas of responsibility, mismanagement, conflicts of interest, and prevention and minimization of legal issues.
11. Determine need for outside expert opinion or assistance and secure contracts for services; review and approve outside counsel and expert contracts and billings.
12. Promote the City's policies, goals, and achievements; explain, protect, and defend City's actions, interests, and programs.
13. Represent the Office in professional and public settings, including the Oregon State Bar, lectures, public presentations, and professional organizations and activities; participate in programs that increase awareness for municipal law opportunities with law schools, universities, colleges, high schools, and civic associations.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction by the City Attorney.

Directly supervises a minimum of four (4) employees.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles of leadership, supervision, training, and performance evaluation.
2. Knowledge of federal, state, and municipal statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
3. Knowledge of contracts, torts, real property, constitutional law, federal jurisdiction, appellate jurisdiction and practice, civil rights, civil procedure, and statutes relating to municipalities and governmental tort liability.
4. Knowledge of rules of evidence procedure for trial and appellate courts.

5. Ability to draft statutes, City Code, administrative regulations, contracts, and other legal documents.
6. Ability to research complex legal questions using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter, historical City Attorney opinions, and other legal publications.
7. Ability to navigate sensitive political environments.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
9. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
10. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
11. Ability to analyze and make sound recommendations in complex situations.
12. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Juris Doctorate from an accredited law school;

AND

**Experience:** Ten (10) years of increasingly responsible experience in the practice of administrative, civil, and/or criminal law, including five (5) years of leadership experience in a complex and diverse organization.

### **Special Requirements and/or Qualifications:**

Admitted to practice law as a member of the Oregon State Bar.

Admitted to practice law before the District Court for the District of Oregon, Court of Appeals for the Ninth Circuit, Federal District Court, Federal Court of Appeals, and/or to the United States Supreme Court may be required for certain positions.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

Experience managing legal services for a public agency.

Admission to District Court for the District of Oregon, Court of Appeals for the Ninth Circuit, Federal District Court, Federal Court of Appeals, and/or to the United States Supreme Court for certain positions.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: