



City Attorney

The City of Watertown (pop. 24,031), seeks applications from qualified individuals for the position of City Attorney.

The City Attorney manages the provision of municipal legal services in support of the City under the administrative direction of the Mayor. The position works directly with elected officials, City staff, contracted attorneys, and the public to ensure legal compliance of all administrative functions and public services of the City. This position is appointed by the Mayor with confirmation by the Common Council, serving pursuant Chapter 62, Wis. Stats.

ESSENTIAL FUNCTIONS:

- Provides the Mayor, Common Council, Department Heads, City Commissions and Boards with legal advice on matters affecting City operations.
- Researches legal issues and renders opinions for elected and appointed officials.
- Acts as parliamentarian at Common Council meetings.
- Represents the City at legislative hearings at the request of the Mayor.
- Drafts pleadings, documents, and briefs related to litigation in which the City is a party.
- Negotiates and drafts real estate acquisition/sales contracts and initiates condemnation processes.
- Drafts ordinances and resolutions and provides counsel to ensure legal compliance and to minimize legal risk.
- Prosecutes all City Ordinance violations and effects appeal or represents the City in appeals to circuit court.
- Evaluates legal risk associated with City service contracts, intergovernmental agreements, and other transactions.
- Analyzes the impact of proposed legislation on City operations.
- Represents the City before State and federal courts, administrative tribunals, and City Boards and Commissions.
- Directs City and outside legal staff on the provision of municipal legal services.

REQUIREMENTS:

- Law Degree from an accredited college or university.
- Admission to the Bar of the State of Wisconsin
- At least five years of progressively responsible legal services experience with at least two years directing the activities of staff or contracted attorneys, preferred.

- Recent experience practicing as a City Attorney or Assistant City Attorney in Wisconsin, or providing municipal or related legal services for a City, or similar government or organization, preferred.
- Direct counsel experience with tax incremental financing and development agreements negotiating and drafting strongly preferred.
- Strong leadership, management, communication, and human relations skills required.

Equivalent combinations of training and experience will be considered. Starting salary range is \$82,201-\$91,332 DOQ. Submit cover letter and resume with at least three references to City Clerk Elissa Meltesen at elissam@cityofwatertown.org. Application deadline is noon, August 10, 2018. EOE.

CITY OF WATERTOWN POSITION DESCRIPTION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

Revised: June 28, 2018

Title: City Attorney

Department: City Attorney's Office

FLSA Status: Exempt

General Summary:

The City Attorney is chief legal counsel for the City of Watertown government. The City Attorney is an appointed position responsible for the conduct of all legal services of the City and serves as legal advisor of the Common Council, Mayor and all departments and officers of the City with the exceptions of matters covered by insurance company counsel, labor negotiations and related labor law matters or bonding matters. The City Attorney is in charge of prosecution of all cases arising out of the violation of City of Watertown ordinances and shall represent the City in matters in which the municipality is interested before any court and shall perform such other duties as required by the Mayor or Common Council.

Reporting Relationships:

Under administrative direction of the Mayor, this position's responsibilities involve considerable initiative and sound judgment in providing legal services to the Mayor, Common Council, commissions, boards and committees and other City departments and staff. The Mayor reviews performance through conferences, reports and observations of results obtained. This position supervises a full-time Legal Assistant.

Specific Accountabilities:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

- Provides the Mayor, Common Council, Department Heads, City Commissions and Boards with legal advice on matters affecting City operations.
- Researches legal issues and renders opinions for elected and appointed officials.
- Acts as parliamentarian at Common Council meetings.
- Attends Licensing Board meetings, Board of Review meetings and meetings of other City Commissions and Boards at the request of the Mayor.
- Represents the City at legislative hearings at the request of the Mayor.
- Drafts pleadings, documents, and briefs related to litigation in which the City is a party.
- Negotiates and drafts real estate acquisition/sales contracts and initiates condemnation processes.
- Drafts ordinances and resolutions and provides counsel to ensure legal compliance and minimize legal risk.
- Prosecutes all City ordinance violations and effects appeal or represents the City in appeals to circuit court.
- Evaluates legal risk associated with City service contracts, intergovernmental agreements, and other transactions.

- Analyzes the impact of proposed legislation on City operations.
- Represents the City before State and federal courts, administrative tribunals, and City Commissions and Boards.
- Directs City and outside legal staff on the provision of municipal legal services.
- Prepares City Attorney Department budget and approve expenditures within the budget.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of Federal and State of Wisconsin laws, issues and practices related to municipal government functions, administrative law, land use and zoning law, real property law, torts, public contracts, public purchasing, public meetings, public records, election law, conflict of interest and ethics law as applicable to government entities.
- Direct counsel experience with tax incremental financing and development agreements.
- Strong leadership, management, and human relations skills.
- Excellent written and oral communication skills.
- Exercise sound, expert independent judgment and demonstrate ethical behavior.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Law degree from an accredited college or university.
- At least five years of progressively responsible legal services experience with at least two years directing the activities of staff or contracted attorneys.
- Recent experience practicing as a City Attorney or Assistant City Attorney in Wisconsin, or providing municipal or related legal services for a City or similar government organization.

Licensing/Special Requirements:

- Must be a member in good standing of the Wisconsin State Bar; licensed to practice law in the State of Wisconsin.
- Must successfully pass the background checks and screening requirements required for the position.

Tools and Equipment Used:

General office equipment, computers and software applications.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to stand; walk; handle or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level is typical of an office work environment.

The employee must attend evening meetings and on rare occasions attends weekend events.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.