



City of Annapolis

Signature Copy

Resolution: R-15-15

160 Duke Of
Gloucester Street
Annapolis, MD 21401

File Number: R-15-15

Exempt Service - Job Description - For the purpose of approving the updated Job Description for the City Attorney position.

**CITY COUNCIL OF THE
City of Annapolis**

Resolution 15-15

Sponsored by: Mayor Pantelides

**Referred to
Finance
Rules and City Government**

A RESOLUTION concerning

Exempt Service - Job Description

FOR the purpose of approving the updated Job Description for the City Attorney position.

WHEREAS, pursuant to Section 3.08.070 of the Annapolis City Code, job descriptions for the City Manager and Department Directors shall be reviewed by the Director of Human Resources and City Manager then submitted to the City Council for approval; and

WHEREAS, the last Job Description for the City Attorney position was updated in March of 2005; and

WHEREAS, a March, 2015 updated Job Description for the City Attorney position is submitted to the City Council for approval.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the March, 2015 updated Job Description for the City Attorney position is hereby approved.

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

~~Strikethrough~~ indicates matter stricken from existing law.

Underlining indicates amendments.

ADOPTED this 27th day of July, 2015.

Aye: 9 Mayor Pantelides, Alderman Budge, Alderman Paone, Alderwoman Pindell Charles, Alderwoman Finlayson, Alderman Littmann, Alderman Kirby, Alderman Pfeiffer and Alderman Arnett

THE ANNAPOLIS CITY Michael Pantelides
COUNCIL Michael J. Pantelides

Date 8-6-2015

ATTEST Regina C. Watkins-Eldridge
Regina C. Watkins-Eldridge, MMC

Date 8/6/15

City Attorney

Job Class Code: 2001
Pay Grade: 20
FLSA: Exempt
Updated: 3/15

GENERAL STATEMENT OF DUTIES: Performs and manages a full range of professional and administrative legal services provided by the Office of Law and serves as the legal advisor for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the direction of legal work of the City and for the planning and development of an adequate legal program in relation to municipal activities. The employee in this class is the legal advisor of the City's Mayor, City Council, City Manager, department heads, boards, commissions and committees. Duties require the exercise of extensive independent judgment as the ultimate legal authority for the City. Supervision is exercised over assigned employees. Work is performed in accordance with general policies of the Mayor and the accepted standards and practices of the legal profession.

EXAMPLES OF WORK: (Illustrative only)

- ▶ Researches, prepares, and renders oral and written opinions to the City Council, Mayor, City Manager, department heads, boards, commissions, committees and other officials of the City government;
- ▶ Serves as non-voting member and provides advice and legal counsel to various boards, commissions and committees;
- ▶ Attends Council meetings and conferences for the purpose of providing legal guidance or oral opinion, referencing policies underlying official action and giving advice on legal implications involved, including advice as to alternative legal and/or administrative approaches to address concerns of the City's executive or legislative branches ;
- ▶ Prepares legal documents; drafts and reviews City Council legislation to include resolutions and ordinances; prepares revisions for consideration to City Code and City Charter as indicated;
- ▶ Keeps informed of proposed legislation for consideration by the City Council; maintains awareness of legal implications of municipal operations; stays abreast of new trends and innovations in the field of law affecting government agencies;
- ▶ Prepares contracts and agreements and determines legal sufficiency and implications of other contracts and agreements;
- ▶ Prosecutes or oversees staff involved in the prosecution of infractions of City ordinances to include building regulations, zoning ordinances, land use ordinances, license violations and permit violations;
- ▶ Represents the City in important civil actions; prepares pleadings, conducts legal research or represents the City at trials and in appeals; serves as City's advocate in civil litigation and assists with negotiation of settlements;
- ▶ Selects, trains, motivates and evaluates staff members of the Office of Law; provides or coordinates staff training; works with employees to ensure success and correct deficiencies;

- ▶ Exercises general supervision over City Clerk's Office;
- ▶ Oversees and participates in preparation of departmental fiscal year budget and ensures proper forecasting, monitoring and approval of expenditures;
- ▶ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of City Code and Charter provisions , with particular reference to municipal legal provisions and of municipal law; extensive knowledge of the relevant federal, state and local laws affecting operation and function of City government; extensive knowledge of established precedents and sources of legal reference; extensive knowledge of judicial procedure and rules of evidence; thorough knowledge of the organization, functions and legal limitations on the authority of the various City departments; ability to determine whether a legal or administrative approach will best resolve a City problem; ability to organize, interpret and apply legal principles and knowledge to complex legal problems; ability to supervise the preparation and trial of important cases and to present material clearly and logically in oral or written form; ability to meet and effectively deal with persons interested or involved in disputes with the City; ability to plan and supervise the work of others.

At least five years of experience in the practice of law in the State of Maryland to include considerable experience in the practice of municipal law and graduation from a recognized school of law. The City Attorney shall not maintain a private practice except to the extent authorized by the City Council. Must remain a member in good standing with the Bar of the State of Maryland and the Federal and State court system.

AMERICANS WITH DISABILITIES ACT:

Physical ability: strength and ability sufficient to present cases in court, examining and cross-examining witnesses, etc

Visual ability: sufficient to conduct research, prepare briefs and numerous other legal documents.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone, over a radio.

Freedom from mental disorders which would interfere with performance of duties as described.