

Job Summary

Under broad administrative direction from the City Council and the City Manager, the city attorney will serve as chief legal advisor to the City Council and all City departments. The incumbent will exercise significant independence and considerable discretion in the performance of job responsibilities. Conducts comprehensive, accurate, and timely legal research in all areas of the law impacting the City's operations. Provides general legal counsel to City management, staff, and City Council. Regularly participates in the analysis, interpretation, development, and/or implementation of broad and complex regulatory requirements, technical guidelines, and administrative policies. Manages a wide range of legal contractual issues pertaining to the City's operations. Conducts research, engages in interviews, and processes various documents regarding legal issues and their resolution. Maintain absolute confidentiality of work-related issues and City information.

Job Duties

Essential Functions

- Provide General Legal Counsel: Conduct comprehensive, accurate, and timely legal research in all areas of the law impacting the City's operations including, but not limited to, the following: contracts, public finance, land use/zoning, real estate, criminal, constitutional, and general municipal law. Provide legal advice to City staff on complex departmental issues and projects. Assist City departments to develop and/or amend policies and procedures to maintain legal compliance and to reduce risk and exposure. Prepare briefs, presentations, memorandum, real estate documents, and correspondence on various legal issues for the City. Draft proposed ordinances, letters, and other correspondence. Prepare written and oral opinions on various legal issues for the City Council and City departments. Attend all City Council meetings and provide legal guidance and advise as required. Monitor and advise on changes in state and federal regulations, standards and legislation governing municipalities. Prepare or review agenda items and FOIA requests as needed. Maintain availability and open relations with City Council and City staff. Work with neighboring communities and other governmental units as appropriate.

Perform other duties as assigned.

Qualifications

Job Requirements

- Juris Doctorate Degree
- Five years of experience as an attorney
- Licensed to practice law in South Carolina and a member in good standing with the South Carolina Bar

Performance Requirements

Knowledge of:

- Modern and highly complex principles and practices of municipal law.
- Legal principles and practices, including civil, criminal, constitutional and administrative law, and procedure.

- Organization, duties, powers, limitations, and authority of City government.
- Judicial procedure, criminal procedure, rules of evidence and court rules.
- Ordinances, statutes, and court decisions relating to South Carolina municipal law.
- Current literature, trends, and developments in the field of municipal law.
- Methods of legal research and public agency administration.

Ability to:

- Perform highly complex legal research and prepare written and oral opinions on various legal issues for the City Council, City departments and various boards and commissions.
- Provide sound legal guidance in accordance with laws, regulations, and policies.
- Represent the interest of City departments in drafting contracts.
- Present logically organized and clear statements of law and fact. Prepare, review, and draft ordinances, resolutions, and motions.
- Write policies, contracts, formal presentations, and/or technical and legal documents and correspondence.
- Apply the highest level of creative thinking, complex analysis, and reasoning to originate and develop innovative program or production concepts, techniques or procedures which can have a major impact on the nature and quality of programming or operations.
- Communicate at a superior level verbally and in writing, including capacity to communicate complex ideas compellingly to a variety of audiences.
- Effectively manage interactions that are generally contentious and involve confidential discussions or situations where conflicting interests are apparent.
- Effectively handle communications that involve a high degree of difficulty (i.e. contentious, confidential, sensitive, or political) with very diverse contacts both inside and outside of the organization.
- Use discretion, persuasion, conciliation, dispute resolution, mediation, or negotiation skills when dealing with complex situations.
- Consult on issues, presenting complex information, explaining analysis and rationale, and making recommendations with the requirement to exercise persuasion to obtain cooperation, consensus, or approval of action to be taken.
- Maintain effective working relations with City Council, City Manager, Department Directors, city staff, external attorneys, and the public.
- Read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.