

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



<b>POSITION TITLE</b>	<b>City Attorney (30)</b>	<b>SALARY RANGE:</b>	<b>\$37,975-64,879 (R)</b>
<b>DEPARTMENT</b>	<b>General Government</b>	<b>FLSA/UNION STATUS:</b>	<b>Exempt/Nonunion</b>
<b>PERIOD TO APPLY:</b>	<b>3/16/2018-4/16/2018</b>	<b>POSITION STATUS:</b>	<b>Exempt/Full-Time</b>
<b>SUPERVISOR:</b>	<b>City Manager</b>	<b>LOCATION:</b>	<b>City Attorney</b>

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## GENERAL PURPOSE

Performs managerial and professional duties as required to carry out the efficient and effective litigation of civil or criminal cases and the ongoing legal processes of city government. Serves as the lead city legal advisor in all civil and criminal matters.

## SUPERVISION RECEIVED

Works under the general supervision of the Mayor and/or City Manager.

## SUPERVISION EXERCISED

Provides broad policy guidance and direction to Assistant City Attorney(s) and temporary and contract staff.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Acts as a city principal legal advisor; directs the ongoing legal processes of the city and delegates projects and cases to subordinate attorney(s); attends city council meetings to advise on procedures, issues, projects and cases; attends various advisory, committee and commission meetings to provide legal assistance; apprises and advises elected and other city officers on questions pertaining to legal duties of such officer(s); takes the lead and serves as the first-line contact for legal processes and functions; represents the city in the enforcement of municipal ordinances in Municipal and district court; generally oversees criminal prosecution cases.

Performs legal research, makes recommendations and prepares legal opinions for the city manager, mayor and council; provides legal support in areas related to procurement, land acquisitions, land use codes, personnel actions, water law issues, etc.; represents the city and appears in court to secure and maintain legal rights, privileges, and ownership; serves as defense counsel on issues related to appeals on planning and zoning issues; directs, supervises and/or contracts the prosecution of all DUI/DWI citations and various code violations.

Prepares and administers legal department budget; assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Drafts all ordinances, contracts, leases, conveyances and all instruments of writing as may be required by the governing body or city manager; performs contract management; monitors the administrative processing of agreements proposed to be entered into by the city; conducts legal review and analysis; writes contracts, establishes contract templates; oversees tracking and numbering of contracts and monitors contract status and disposition; writes opinions and legal directives; initiates sanctions and exercises legal processes for the collection of outstanding revenues or obligations owed to the city.

Drafts and conducts legal review of proposed legislation to update or amend city resolutions and ordinances as requested; renders and publishes public opinion as to form of proposed resolutions and ordinances; initiates sanctions and exercises legal processes for the collection of outstanding revenues or obligations owed to the city.

Reviews and investigates claims; determines legitimacy of claims in cooperation with Self-Insurers Fund; negotiates settlements of claims filed against the city for actions arising out of the course of conducting city business or providing city services; promotes timely settlement to avoid costly litigation as much as is possible; causes executions to be issued on all judgments in favor of the city and attends to their prompt collection.

Participates in pretrial conferences and attends municipal court; negotiates for mutually agreeable solutions and charges; makes recommendations for sentences and represents the city in show cause hearings; conducts investigation of complaints determines quality of the case and whether or not evidence is sufficient to proceed with prosecution.

Performs related duties as assigned.

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## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

A Juris Doctorate degree from an accredited college or university

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge** of federal, state and local laws and ordinances (as they apply to city government and its operation); legal procedures including the rules of civil and criminal procedure and evidence; the principles, methods, materials and practices used in legal research; case law related to a variety of city government subjects; criminal law issues.

**Considerable skill** in the art of diplomacy and cooperative problem solving. Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through subordinate staff, the efficient, effective delivery of City programs, services and functions; develop operating policies and procedures; analyzing and resolving problems arising regarding City programs, services, and function; analyze and draft legal documents and to propose legislation; establish and maintain effective working relationships with city and court officials, employees and the public; communicate effectively, verbally and in writing.

### **SPECIAL QUALIFICATIONS:**

Must possess a license to practice law in the State of New Mexico.

### **WORK ENVIRONMENT:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity may be necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**