

Town of Nolensville

Job Description

Job Title: Town Attorney
Reports To: Town Manager
Supervises:
FLSA Status: Exempt
Approved Date:

I. Purpose of Job

The Town Attorney manages all aspects of the Town's legal activities and provides general support to the Board of Commissioners, Town Manager, staff, and other Town boards. Duties and responsibilities include preparing/reviewing legal documents; tracking, conducting research and interpreting legislative issues; managing litigation matters; prosecuting ordinance violation cases; providing legal advice and support; and maintaining an awareness of legal/governmental requirements pertaining to municipal government functions.

II. Essential Job Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Demonstrates good human relations skills, with the ability to effectively interact with the public, other attorneys, Town officials and employees.

Ability to be available to work hours as needed or necessary, including, but not limited to, evening meetings of the Board of Commissioners and other Boards, if needed.

Maintains familiarity with general principles of tort, contract, employment and real property law, and state and local court rules and procedures, with ability to advise and counsel as needed.

Develops a comprehensive understanding of the Town's Zoning Ordinance; provides legal guidance to Planning Commission, Board of Zoning Appeals, Historic Zoning Commission, and staff regarding land use and development issues.

Provides legal representation, support and advice as requested to Town officials, employees, boards, commissions and entities, both privately, and at public meetings and administrative hearings verbally and in writing; includes providing assistance in personnel matters such as employee discipline or termination; and consulting with the Planning and Codes Department and Police Department on interpretation of Town Ordinances and issuance of citations.

Reviews and approves all agenda items for Board of Commissioners meetings and provides legal guidance to the Board of Commissioners during meetings, as needed.

Assists in development of administrative policies, rules, and regulations.

Prepares, drafts, reviews, and edits ordinances, resolutions, legal opinions, special reports, and other documentation.

Prepares and reviews contract documents for the purchase, lease, or sale of goods, services and professional services, including specifications, bid documents, requests for proposals, and requests for qualifications, bonds, and contractual agreements.

Manages real estate transactions, including acquisition and sale of land and interests in land through preparation and review of contracts, leases, easements, deeds, trust deeds, instruments of title, liens, releases, and other documents. Conducts and reviews title examinations. Negotiates and coordinates with surveyors, appraisers, engineers, property owners, tenants, and attorneys.

Manages and oversees the services of all contract attorneys hired to handle litigation and other legal matters.

Prosecutes ordinance violation cases in Town court and other applicable venues. Represents the Town in legal issues at administrative hearings, meetings with government officials and bond agencies; makes presentations to community and professional organizations, events, etc.

Coordinates all liability and worker's compensation claims and lawsuits with the Town's insurance provider.

Provides guidance regarding maintenance of official Town records and application of public records laws and research of Town records.

Provides guidance and education regarding application of open meetings laws.

Maintains a comprehensive, current knowledge and awareness of federal, state, and local laws and regulations pertaining to all aspects of municipal activities; interprets laws and regulations and provides advice on their applicability to Town operations; tracks pending legislation that may impact Town operations and may testify at legislative hearings.

Maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate. Attends seminars or participates in other continuing legal education opportunities to meet requirements for continuing licensure for law practice.

Additional Job Functions

Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, and other documents via computer. Prepares presentations, articles, columns and graphics on municipal issues.

Works closely with Town Manager, Assistant Town Manager, Town Recorder, and staff to produce Board of Commissioners agenda packages.

Prepares the annual budget for departmental operations.

Answers the telephone; provides information; returns calls as necessary.

Responds to routine requests for information from officials, employees, members of the staff, the media, or other individuals.

Uses knowledge of various software programs to operate a computer in an effective and efficient manner.

Performs other duties as required.

IV. Primary Job Challenges

Primary challenges of this position include ensuring compliance with TDEC and US Department of Interior water quality mandates with limited funding. Ensuring compliance with Manual on Uniform traffic Control Devices for all Town owned traffic control devices, signs, signals, and roadway markings.

V. Equipment Operated

Operates motor vehicle, computer, printer, typewriter, facsimile machine, copy machine, calculator, telephone, blueprint copier, drafting tools, engineer/architect scales, and two-way radio.

VI. Key Competencies Required

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative/legal information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Town Attorney. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Town Attorney.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning

motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Town Attorney.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

Must be physically able to operate a variety of automated office machines which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

Work Environment: Performance of the essential duties of this job requires:

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

VIII. Qualifications

Education and Experience: Law Degree and license to practice law in the State of Tennessee required, with at least five years of experience in a similar law environment, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess excellent communication skills. Must possess and maintain a good reputation for honesty, integrity, and ability to maintain confidentiality.

Skilled professional capable of exercising independent judgment, and who possesses excellent legal research, writing and communication skills in addition to having the personal disposition, character, and psychological qualities necessary to work well with the public, staff, board members and in the courtroom environment. Has extensive knowledge, or ability to acquire extensive knowledge of the policies, procedures, and activities of the Town and Administration Department practices as they pertain to the performance of duties relating to the job of Town Attorney. Has extensive knowledge of Administration Department practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of

specific duties of the department. Knows how to stay current and up to date on changes in State laws, Town ordinances, policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Contact with the public and media, in a variety of situations, may be frequent.

Ability to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Ability to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Ability to read, understand and interpret financial reports and related materials.

Required Certifications/Licenses: