



**CITY OF MURFREESBORO**  
**invites applications for the position of:**  
**City Attorney**

**SALARY:** \$114,733.00 - \$167,969.00 Annually

**OPENING DATE:** 06/24/15

**CLOSING DATE:** 08/03/15 08:00 AM

*www.murfreesborotn.gov*

**DESCRIPTION:**

The purpose of this job/class within the organization is to advise and represent the City of Murfreesboro so that it can perform its functions lawfully and with minimal risk, including handling all litigation and administrative proceedings in which the City, its officials or employees are parties, providing legal counsel to the Mayor/City Council, the City's Boards and Commissions, the City Manager and department heads and employees regarding a variety of legal issues, drafting contracts, ordinances and other official acts of the City, issuing opinions on bonds, loans and grant assurances and overseeing the City's safety and self-insurance functions. This position is also responsible for providing general legal counsel services to the City's K-6 school system and its utility systems.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

This position reports directly to the Mayor and Council.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

**Essential Functions:**

Advises City Council, City Manager, employees and City boards regarding legal aspects of issues, directly or through oversight of other city attorneys; consults with others about general policy and strategic aspects of a problem and collaborates in developing solutions.

Oversees litigation brought by or against the City, including monitoring, determining strategy and reviewing/revising documents, etc.; determines if City should bring a lawsuit or use alternate means to resolve a conflict.

Researches/writes ordinances, resolutions, collaborates with Human Resources on Employee Handbook sections and other policies for Council adoption; researches, reviews and revises/writes departmental policies, including Police Department General Orders.

Reviews/approves contracts for construction, professional services and goods; reviews

contracts for acquisition of interests in land (for example, easements & deeds) and advises on procurement issues.

Provides legal counsel regarding the application of employment laws and City policies to particular situations, especially regarding investigations of employee actions and discipline.

**Additional Duties:**

Prepares/reviews correspondence or other documents regarding the City's position on significant, controversial or confidential matters.

Oversees the City's self-insured risk management fund and its functions and expenditures.

Attends meetings of City Council, Water and Sewer Board, Electric Department Board and other City boards as needed to advise on procedural and legal issues requiring immediate response during meeting.

As head of the Department, manages employees including assigning work, conducting staff meetings, distributing/discussing City policies and/or benefit changes and approving expenditures, staff training and absences.

Performs other work as assigned.

**TYPICAL QUALIFICATIONS:**

**Minimum Education and Experience Requirements:**

Requires a Law Degree.

Requires ten years of professional legal experience including some litigation experience and supervisory experience.

**Special Certifications and Licenses:**

Must be licensed to practice law in the State of Tennessee.

**Pre-employment requirement**

Must be willing to consent to and participate in consumer and/or investigative consumer report (background check) with satisfactory results.

**SUPPLEMENTAL INFORMATION:**

**Data Responsibility:**

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge, or interpretations.

**People Responsibility:**

Mentors others by advising, counseling or providing guidance regarding problems that may be resolved by legal or professional principles.

**Asset Responsibility:**

Requires responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population or the supervision of a staff of attorneys.