



## **JOB ANNOUNCEMENT**

### ***General Public Vacancy (Updated)***

**OPEN DATE: April 14, 2023**

**CLOSE DATE: Until Filled**

**JOB TITLE:** City Attorney

**PAY RANGE:** \$115,000.00 Annual Salary

**DEPARTMENT:** Legal

#### **SUMMARY:**

The City Attorney position is an exempt position which serves at the pleasure of Mayor and Council. Upon confirmation by the City Council the Mayor may appoint and/ or dismiss the City Attorney. The City Attorney serves as a dual role in working with and advising City Council, on policy, personnel matters, pending litigation and other legislative functions. The City Attorney also works with and advises the City Manager on administrative matters where legal advice is required.

#### **DUTIES AND RESPONSIBILITIES:**

##### **DESCRIPTIONS OF TASKS PERFORMED LEGISLATIVELY**

- Communicates, meets and works closely with the Mayor, City Manager and City Council on matters of concern.
- Provides legal advice when requested to do so or when required on personnel matters.
- Informs and provides legal advice on policies under consideration, and advice on legal implications of such policies.
- Informs and provides legal advice on pending or potential litigation facing the City.
- Keeps Mayor and Council informed of all suits and claims against the City.
- Initiates legal action based on discretion from Mayor and City Manager.
- Informs and provides legal advice during City Council meetings, on matters listed on the Agenda to include legal advice during Executive session.
- Represents Mayor and Council before administrative agencies of Government.
- Prepares legal opinions as needed or directed by Mayor and Council.
- Advises and represents Mayor and Council in any other area requested by Mayor and City Manager.
- Gathers and administers legal research.
- Attends all City Council meetings.

##### **DESCRIPTIONS OF TASKS PERFORMED ADMINISTRATIVE**

- Works daily with City Manager and Department Directors to identify and address legal issues facing the City.
- Informs and provides legal advice on personnel matters for City Manager and Department Directors.
- Reviews, prepares and/or finalizes all Contracts to which the City is a party.
- Reviews, prepares and/or finalizes all proposals for services requested by the City prior to advertising for such services.

- Reviews, prepares and proposes Ordinances, Resolutions, Revisions and/or Amendments as requested by City Manager or Department Directors.
- Represents the City on all Municipal Court cases involving violations of the City's Traffic Code and Criminal Code.
- Provides and assists, City Manager and Department Directors on the enforcement of Ordinances, Administrative Regulations and other policies requiring adherence to insure government accountable.
- Represents the City in all civil cases in which there is no insurance coverage.
- Cooperates and assists with attorneys designated by the City's Insurers regarding civil suits. This may include arranging appointments or depositions for City employees, collecting and providing reports or other information requested by the insurance attorneys and assisting in answering interrogatories by City employees.
- Provides training for City Manager, Department Directors and City Employees on legal issues related to their areas of work as directed or agreed to by the City Manager.
- Represents Department Directors and staff in court and before administrative agencies of Government.
- Works and assists with the City's Human Resource Department to ensure practices, policies are followed.
- Prepares legal opinions as needed or directed by the City Manager.
- Attends all City Council meetings and makes presentations to Council on legal matters.
- Advises and represents the City in any other areas requested by the City Manager.
- Prepares and administers legal department budget.
- Budget management.
- Analyze, appraise, and organize facts, evidence, and precedents concerned in difficult and complex cases and to present such material in a clear and local form for oral and written presentations or briefs, opinions, orders and decisions.

#### **PROFESSIONAL STANDARDS**

The City Attorney shall abide by and perform his/her duties in accordance with the ethics of the legal profession and all other laws regulating the practice of law. The City Attorney shall give the City prompt notice of any legal disqualification to practice law in the State of New Mexico or any conflict of interest.

#### **MINIMUM JOB QUALIFICATIONS:**

- The City Attorney shall hold and maintain a Juris-Doctorate Degree from an accredited law school and shall be licensed to practice law in the State of New Mexico.
- Minimum of three years in the practice of Municipal and/or Governmental Law required.
- Must be familiar with the State Procurement Laws and Code.
- Must have experience and/or training in the area of public law, law speaking and negotiations.

#### **EMPLOYMENT REQUIREMENTS:**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.
- The City Attorney shall be an attorney in good standing, licensed to practice law in the State of New Mexico and shall establish residence in San Miguel County within ninety (90) days of acceptance of appointment.
- Must be willing to work odd hours to include evenings, weekends and holidays.
- Attending City Council meetings, evening and weekend work is also a requirement occasionally.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Possess exceptional reading and writing skills.
- Ability to communicate in both English and Spanish.
- Active listening, giving full attention to others to understand point being made.
- Using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches.
- Must be able to demonstrate patience and tact during certain situations.

- City Ordinances, City Charter, City Personnel Rules and Regulations, City Purchasing Regulations, State Statutes, Las Vegas Criminal and Motor Vehicle Codes.
- Maintain knowledge in all updated and revised laws, statutes and articles that transpire.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Work is performed primarily in an office setting indoors.
- Work requires occasional travel.
- Work requires occasional evening and weekend work in order to meet deadlines.
- Work requires frequent sitting, standing, and walking, reaching, climbing, kneeling.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE:** A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:

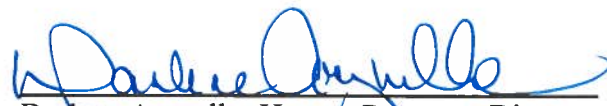
[http://lasvegasnm.gov/departments/human\\_resource\\_department](http://lasvegasnm.gov/departments/human_resource_department)

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [darlenea@lasvegasnm.gov](mailto:darlenea@lasvegasnm.gov) or  
[mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
Darlene Arguello, Human Resource Director