



**OPPORTUNITY
WITHIN THE
CITY OF LA MARQUE**

POSITION AVAILABLE: CITY ATTORNEY

GENERAL DESCRIPTION:	This position is appointed by the City Council and under the direction of the City Manager, provides legal counsel and direction to the City Manager, City Council and City staff for all legal related work in the City. Represents the City in litigation, prosecutes misdemeanors in Municipal Court; drafts and reviews ordinances and resolutions, lease agreements, contracts, etc. Representation of other cities while employed by the City of La Marque will not be allowed.
MINIMUM TRAINING/EXPERIENCE:	Juris doctorate degree; at least 2 years of experience in the field of municipal law or in the prosecution of misdemeanor offenses, or equivalent experience; Certification or recognition by professional associations; <i>or</i> any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
SALARY:	Negotiable and depending on qualifications
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.cityoflamarque.org Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below. The City of La Marque is an Equal Opportunity Employer (EOE).

City of La Marque
1111 Bayou Road
La Marque, Texas 77568

See Job Description attached

Title: City Attorney

Grade Level:_____

Department: Legal

FLSA Status: Exempt

Reports to: City Council/City Manager

Job Summary:

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Essential Job Duties:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Regular and timely attendance at work.

Prepares and/or reviews all types of official documents, including ordinances, resolutions, notices of official meetings, legal deeds, agreements, etc.

Assists in the preparation and development of the City Council agenda.

Regularly attends City Council meetings.

Reviews and researches federal, state and local laws and ordinances.

Researches and analyzes legal issues affecting the municipal government.

Attends seminars and conferences to remain abreast of new legislation and policies affecting all aspects of municipal government.

Drafts and prepares interlocal agreements with other state entities.

Reviews and certifies contract documents, certificates of insurance, performance and payment bonds, etc., related to each municipal project.

Drafts new policies, as required by state and/or federal laws.

Maintains and revises municipal policies and procedures, in association with the applicable Department Head.

Prepares and maintains lease and use agreements of city properties.

Prepares, maintains and verifies easements for utility lines.

Prepares all documents for real estate transactions involving the city.

Handles all paperwork associated with street improvement petitions; determines ownership of property; prepares paving assessments, M&M liens, etc.

Provides support and assistance in code enforcement activities, including review of forms and procedures for handling fire code violations, abatement of nuisances, grease trap violations, dilapidated buildings, abandoned and junked vehicles.

Prosecutes misdemeanors in Municipal Court.

Oversees liability claims, cooperate and coordinate with to City's insurance carrier or TML-IRP, as required, and assist in resolution or referral for litigation.

Reviews and processes all public information requests referred for review by the City Manager or City Clerk, in accordance with the Public Information Act, and requests Attorney General opinions, if warranted.

Other Important Duties*

Reviews and updates franchise agreements with utility companies, including telephone and gas companies.

Performs such other duties as may be assigned.

Education and Experience:

Juris doctorate degree; at least 2 years of experience in the field of municipal law or in the prosecution of misdemeanor offenses, or equivalent experience;

Certification or recognition by professional associations;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Knowledge, Skills, and Abilities:

Knowledge of: Municipal law, the Texas Local Government Code and other applicable state codes, personnel management procedures and policies, prosecution of misdemeanor offenses.

Ability to: communicate to others rules, regulations, and guidelines prepared by state and federal agencies on a variety of programs; select, develop, organize data; prepare complex or technical reports independently; analyze and interpret policies and procedures; make judgements regarding appropriate response to difficult questions or situations; possess excellent analytical and writing skills; possess excellent verbal and written communication skills; work cooperatively and effectively with others; operate office equipment, including standard word processing and spreadsheet software; take notes and prepare accurate meeting minutes; and communicate effectively, both orally and in writing.

Certificates, Licenses and Registrations

State Bar of Texas licensed attorney in good standing. May be required to be bondable. Certification as Notary Public is desirable.

An employee in this position is designated as "essential personnel" and may be required to provide services in the course and scope of his/her employment for the

benefit of the general public during emergency situations that threaten the safety of the City of La Marque's citizens.

Physical /requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax. No significant standing, walking, moving, climbing, carrying, bending, kneeling, reaching, crawling, and handling, sitting, standing, pushing, and pulling. The employee must occasionally lift and/or move up to 10 pounds.

Environmental Requirements:

Tasks may require occasional exposure to adverse environmental conditions, temperature and weather extremes.

Sensory Requirements:

Tasks require color, sound, odor, depth and visual perception and discrimination, as well as oral communications ability.

Emergency Operation Classification: TIER 1 [Essential personnel shall remain within the Emergency Operations Center or a location designated by the City, to perform duties directly related to the emergency conditions, as determined by City Manager.](#)