

CITY OF LEE'S SUMMIT, MISSOURI

Job Description



Job Title: Chief Counsel of Special Projects
Division: Civil
Department: Law
Supervisor: City Attorney
Date: December 2020

FLSA Status: Exempt
Position: xxxx-014
GRADE: PN9

JOB SUMMARY:

Under the guidance of the City Attorney, the Chief Counsel of Special Projects provides legal support to certain special projects as assigned by the City Attorney. Such special projects may include litigation, contract preparation or negotiation, execution and oversight as well as providing guidance, interpretation and opinions related to other municipal matters. Provides administrative support to the Mayor, City Council, City Administration, City Attorney, Departments as assigned and other boards and commissions as required. As a representative of management, supports the mission, vision, strategic plan, goals and decisions of the department and the City.

JOB SCOPE:

Provides full legal support to certain special projects as assigned by the City Attorney, work may be primarily remote as assigned.

ESSENTIAL DUTIES and RESPONSIBILITIES:

1. Prepares and reviews contracts and other documents for assigned projects, may involve participation on negotiation team for special projects.
2. Serves as Law Department's primary liaison to Departments for specific projects as assigned and provides support for legal, administrative and operational issues of the Department related to City business, including general representation and City Council Committee meetings.
3. Recommends and administers policies and procedures as related to the assigned projects.
4. Ensures compliance with applicable ordinances, codes or regulations.
5. Prepares reports for presentations to the City Council or other groups. Researches code-related issues and recommends ordinance revisions.
6. Advises Mayor and City Council, City Administration, Law Department and other City staff about the impact and appropriateness of proposed projects.
7. Provides support to litigation as assigned by the City Attorney.

PERIPHERAL DUTIES:

1. Attends other City Council meetings as needed or assigned by City Attorney
2. Performs all other duties as assigned

PERFORMANCE OF THE ESSENTIAL FUNCTIONS OF THIS POSITION REQUIRES:

- Ability to make rational decisions through sound logic and deductive reasoning
- Ability to work independently and manage time effectively, determine priorities, recall directions and details and to follow-through to complete performance of essential functions
- Ability to effectively prioritize project assignments, track and report project status for multiple projects
- Ability to support an ethical, non-discriminatory and safe work environment
- Ability to comprehend and apply complex financial tools and economic development incentives available to the City and developers

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

CITY OF LEE'S SUMMIT, MISSOURI

Job Description



MINIMUM QUALIFICATIONS:

1. Juris Doctor degree required and
2. State of Missouri License to practice law required and
3. Minimum of five years' experience in legal field required; significant progressive experience in municipal or other governmental preferred, including experience working with elected officials and the public
4. Minimum of three years' experience in municipal contracting, real property practice, municipal law or construction law preferred and
5. Admission to federal Western District of Missouri, bankruptcy and Eighth Circuit required at the time of hire or must be eligible and be admitted within ninety (90) days of hire. Must be capable of admission to district level courts within six months of hire date

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

1. Knowledge of sources for researching municipal, state, federal and common law; knowledge of judicial procedures and rules of evidence; knowledge of methods of legal research and forms of contracts; knowledge of municipal law, inter-governmental relationships, real estate, contract law, and litigation.
2. Knowledge, skills and some experience in drafting of pleadings, discovery and briefs for court proceedings.
3. Skills in analyzing complex legal and factual situations and issues. Excellent skills in written and oral communication and legal research.
4. Ability to work with elected officials, staff members, and the public effectively and efficiently.
5. Ability to make decisions, work independently, work under stress and pressure, prioritize and effectively advise on legal issues.

PRINCIPAL WORKING RELATIONSHIPS:

Interacts and works with City Attorney, private attorneys, businesses, developers, State officials, City employees, City Councilmembers, and members of the general public

TOOLS and SPECIAL EQUIPMENT:

Computer, including Microsoft Office suite software and other standard office equipment

PHYSICAL CLASSIFICATION:

The physical requirements of this position qualify as:

- **Sedentary:** Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to raise or lower an object from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects. Sedentary work involves remaining in a seated position most of the time. Jobs are sedentary if moving around or remaining in an upright position is required only occasionally and all other sedentary criteria are met.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. Physical demands required to perform the essential functions of this position include the ability to:

- Maintain equilibrium adequate to prevent falling during activities that require movement between locations, stationary postures, descent, ascent, and required repositioning of self to access, complete essential functions and/or operate required equipment
- Move self between work stations, sites and locations to accomplish assigned tasks with or without accommodation

CITY OF LEE'S SUMMIT, MISSOURI

Job Description



- Maintain constant contact with various items and tools in order to control their movement or to manipulate them during use and or task completion
- Manipulate and/or adjust items such as switches and dials to reposition, adjust, set, place, engage/disengage
- Utilize computers and other electronic devices associated with essential functions to collect, enter and retrieve data by means of typing, keyboarding or other available methods of data entry/retrieval
- Access items at approximately 30" distance in any direction
- Perform substantial body movements and motions in a repetitive manner as needed to perform essential functions
- Express or exchange ideas verbally and to convey detailed information or complex instructions to others accurately, loudly and/or quickly
- Perceive the nature of sounds at average conversational levels with or without correction, sometimes in noisy environments. Ability to receive detailed information through audio transmission. Ability to determine hazard location and distance by sound discrimination
- Communicate via receiving, comprehending and transmitting complex and detailed instructions or information in oral or written formats and to follow-through to complete required essential functions
- The visual acuity requirements of this position include the ability to:
 - Perform varied essential functions involving extensive reading of print and electronic data, data preparation entry, analysis, transcription, reporting and visual inspection to insure accuracy
 - Visually evaluate specific forms associated with the essential functions of the position
 - Determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of work areas

PSYCHOLOGICAL DEMANDS:

The essential functions of this position require the following while handling psychological stress:

- Ability to remain objective and calm while speaking with emotional, angry, or distraught individuals
- Ability to handle difficult situations and address personal emotions after the situation has been concluded
- Ability to calmly and thoroughly evaluate situations and offer solutions or answers to elected officials, commission members, developers and others

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions. The conditions the worker will be subject to in this position include:

- Inside environmental conditions. Protected from most weather conditions but not necessarily from temperature changes.



**JOB DESCRIPTION
REVIEW ACKNOWLEDGMENT**

Job Description Title: **Chief Counsel of Special Projects**

I, the undersigned have been provided with a copy of the above titled job description for my review. My supervisor and/or manager will be available to meet with me and provide an opportunity to ask questions and to discuss my position and this job description.

I understand that this job description lists essential and peripheral duties that are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to the position.

I also understand that the physical requirements and psychological demands identified in this job description are intended to be representative of those encountered while performing the essential functions of this job. Reasonable accommodations will be considered to enable qualified individuals with disabilities to perform the essential functions.

The work environment characteristics listed in this job description are representative of those that may be encountered during the performance of the essential function of this job position are not intended to be all-inclusive.

Employee Signature

Date

Employee Printed Name

Employee Number

Supervisor/Manager Signature

Date