

CLASS TITLE: SENIOR ASSISTANT CITY ATTORNEY -- CONTRACTS

PURPOSE OF THE CLASSIFICATION: Under general supervision of City Attorney or designee, provides wide-ranging services including drafting, review and interpretation of contracts, lease agreements, construction contracts, professional services contracts, development agreements and intergovernmental agreements; and also handles transactional matters related to developments and projects. Well-organized and self-directed individual who is a team player; excellent written and verbal communication skills; detail oriented perspective, including ability to draft, read, analyze and interpret complex contracts and other documents; application of in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment.

ESSENTIAL TASKS:

- Negotiates, drafts, reviews and analyzes contracts and makes recommendations regarding same
- Analyzes and advises regarding competitive bidding and bid protest issues and provides risk analysis
- Reviews and analyzes bonds, financing papers, insurance policies and other documents affecting the City of Tulsa
- Negotiates, drafts, reviews and analyzes transactional matters related to developments and projects and the related documents
- Represents City and/or provides litigation support for contract-related issues and other matters as necessary
- Provides legal advice and support to various assigned City boards, commissions, authorities or committees
- May be responsible for preparing or reviewing and approving ordinances, resolutions and charter amendments
- Performs legal research and prepares and reviews formal and informal legal opinions and memoranda for study and consideration by the City Attorney or other City officials and advises departmental officials and employees on legal questions
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa in particular relating to contract provisions
- Performs special projects, assignments and related duties as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited school of law and four (4) years of experience in the practice of law, including four (4) years negotiating, drafting and/or litigating contract or bid issues. Prior experience in municipal law issues, construction disputes and/or administrative and bid protest proceedings a plus.

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state, federal laws and constitutional provisions affecting municipal operations, including but not limited to election laws, state laws/procedures regarding municipal administration, competitive bidding and municipal contract laws and constitutional debt limitation laws and local government organization; considerable knowledge of and experience with contract drafting and analysis, judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings, methods of legal research including Westlaw; and demonstrated experience with contract negotiating, drafting and/or litigating, bid protests and administrative, business and transactional law preferred. Ability to learn and analyze the City charter, ordinance and code provisions; analyze and apply legal principles to complex problems; understand and interpret laws and regulations and provide well-reasoned legal advice; utilize effective public speaking techniques; maintain confidentiality; work collaboratively and independently; distinguish between legal, management and policy matters; work under deadline pressures with little or no immediate supervision; perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions; and serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy

and appropriate tact and discretion in all interactions with City officials, staff, outside agencies and the public.

Special Requirements: Must be willing and able to work the hours necessary to accomplish the job requirements, including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above a forty-hour work week.

Tools and Equipment Used: Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine and fax/scanner machine.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds, occasional pulling up to 20 pounds; and may be subject to sitting for extended periods of time, standing, bending, reaching and walking; vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid license to practice law in the State of Oklahoma and a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various locations within and outside the City of Tulsa.

Class Code: 2056

EEO Code: E-02

Pay Code: CA-04

Group: Cultural, Legal, and Science

Series: Legal

Effective date: March 1, 2011