



DEPUTY CITY ATTORNEY FULL-TIME EXEMPT

A. GENERAL PURPOSE

Assists in representing the City of Dripping Springs and is responsible for assisting the City Attorney in advising city council and city staff on all legal matters; serves as the primary legal advisor for public information act issues; and is responsible for assisting with all legal matters as directed by City Attorney, the Mayor, and City Council.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Researches statutory and case law.
2. Compiles and analyzes information and prepares memos.
3. Prepares and reviews contracts, agreements, and leases.
4. Prepares bid proposals for all city projects.
5. Advises city staff on open government issues.
6. Drafts and reviews ordinances, resolutions, and related agenda items considered by City Council and other boards and commissions.
7. Assists prosecutor and court clerk with Municipal Court.
8. Prosecutes misdemeanors and code violations in Municipal Court when prosecutor is unavailable.
9. Attends various city boards and commissions meetings.
10. Reviews new and pending legislation, case law, and administrative regulations that may affect the city.
11. Assists in development and implementation of all City and departmental policies and procedures.

12. Assists City Attorney for the City with all legal projects.
13. Assists with supervision of law clerks and paralegal.
14. Acts as City Attorney when the City Attorney is unavailable.
15. Performs other duties and responsibilities as assigned by City Attorney, City Administrator, Deputy City Administrators, Mayor, and City Council.

C. SUPERVISION

Works under the general direction of the City Attorney.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires a Doctor of Jurisprudence degree from an accredited school of law.
2. Licensed to practice law in the State of Texas.
3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
4. Ability to communicate effectively verbally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.

E. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; and copy machine.

F. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

During the course of performance of the duties of the job, the employee is frequently required to communicate verbally and in writing and move within City Hall and to other various City locations.

G. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Non-traditional work hours may be required and shall be coordinated with the City Attorney, City Administrator and Deputy City Administrators.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

I. SALARY

Pay range is \$70,000 to \$90,000 annually. Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*