



Career Service Authority

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Assistant City Attorney - Division Director

GENERAL STATEMENT OF CLASS DUTIES

Manages and directs the operations of a division within the City Attorney's Office. Provides legal counsel and representation to City officers and employees on highly complex issues.

DISTINGUISHING CHARACTERISTICS

This class is an operational manager responsible for directing and managing an operational and/or functional area(s) by developing objectives and strategies and managing plans, programs, and projects as well as implementing an organization's vision, goals and objectives by translating them into outcomes. This class typically has responsibility for two or more subordinate supervisors. This class is distinguished from the Assistant City Attorney – Section Supervisor classification which has predominately internal focus and day-to-day, direct supervisory responsibility for attorneys and other staff assigned to a section of the City Attorney's office. It is also distinguished from the Deputy City Attorney class which manages and directs multiple divisions within the City Attorney's Office and has both operational and strategic duties and responsibilities.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency.

Duties performed include operational and organizational planning; developing standards, schedules, priorities, guidelines, processes and measurement (evaluation) systems; implementation of production and performance management standards; and allocating resources.

Level of Supervision Received and Quality Review:

Under executive direction, the employee is delegated personal responsibilities and authorities over a department division, agency or department. Agency manager or director, the Mayor, cabinet member or a commission or board, may review work for soundness of judgment and conclusion.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and knowledge are required. Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises two or more supervisors at least one of which is supervising attorneys.

ESSENTIAL DUTIES

Communicates, supports, and integrates the organization's strategic plan into the division by identifying the methods for achieving the established priorities, goals, and objectives and ensuring that they are achieved.

Researches financial impacts, consequences of proposed projects, programs, and actions and provides justification to higher level management for the development and implementation of the division's budget. Develops and incorporates approved innovations or changes to create fiscal efficiencies and recognize cost savings. Recommends and controls budgetary expenditures and allocation of resources for the division.

Delegates responsibility and authority to subordinate supervisors and staff.

Implements and interprets policies and procedures developed by higher level managers for the assigned division and recommends establishment or modification of policies and procedures. Provides guidance and interpretation to staff regarding application of organizational policies, priorities, standards, functional and legal matters.

Develops, recommends, and implements staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Directs the development of performance evaluation standards for the division and functions assigned within the guidelines set by management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Identifies causes and solutions to resolve operational and procedural problems that are consistent with organizational directives and addresses other concerns as directed or necessary. Participates in complex transactional matters.

Interviews and selects staff reporting directly to this position and may assist with other interviews.

Authorizes response to employee grievances and disciplinary actions for the division and contributes to the establishment of organizational policy regarding discipline and other operational matters.

Reviews attorney work product on a case-by-case basis to ensure sound legal advice and accurate/sufficient documentation. Ensures compliance by legal staff with Code of Professional Responsibility.

Litigates or participates in major complex cases.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Oral Communication - Clearly communicates and explains agency/department policies and work assignments to staff and others, and communicates information about the assigned functional and/or operational area's activities to peers, higher-level managers, staff of other organizations, internal and external customers of a localized function, and local stakeholder groups.

Written Communication - Composes, reviews, edits and issues a variety of written materials for diverse audiences; communicates purpose in a succinct and organized manner, appropriate for context, time and place. Written materials affect a local assigned functional and/or operational area(s), a program(s) or segment thereof or limited population of customers.

Interpersonal Skills - Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff of other organizations, internal customers, a limited population of external customer and stakeholder groups to accomplish the organization's mission. Adapts approach to different people and situations.

Conflict Management - Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, staff of other organizations, internal customers, a limited population of external customers and local stakeholder groups to generate areas of agreement and joint action.

Influencing/Negotiating - Uses persuasion to change the decisions, opinions, attitudes and behaviors of staff, higher-level managers, peers, internal customers, a limited population of external customers, and local stakeholder groups. Brings opposing groups or individuals together in order to reconcile differences and accomplish organizational goals that affect a local functional and/or operational area or a program segment.

Financial Management - Plans, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for functional and/or operational area(s).

Decisiveness - Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems or policies that affect a local functional and/or operational area, program segment, or limited population of customers.

Problem Solving - Uses logic to identify and solve problems involving part of an organization. Considers various choices, competing viewpoints and alternatives. Solutions primarily affect a local functional and/or operational area(s), program segment(s), or limited population of customers.

Flexibility - Is open to new ideas and adapts to changing work situations and priorities by modifying existing plans and work methods that affect part of an organization, higher-level managers, peers, staff of other organizations, internal customers, a limited population of external customers, and local stakeholder groups. Remains calm under pressure.

Self-Direction - Sets goals and takes initiative in implementing ideas, systems or policies that affect an functional and/or operational area(s), program(s), or limited population of customers. Manages time efficiently; encourages feedback; and invests in self-development.

Client Orientation - Applies quality management principles and processes for delivery of high-quality services in part of an organization; anticipates and meets demands of internal

customers and a limited population of external customers; strives for continuous improvement.

Leadership - Initiates and sustains action to accomplish the goals of part of a functional and/or operational area within an agency/department by guiding and motivating others and gaining the confidence and active support of subordinates, peers, staff of other organizations, internal customers, a limited population of external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Planning and Evaluating - Establishes goals and objectives of a functional and/or operational area within an agency/department; identifies required resources and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that program(s) and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Impact is limited to an operational or functional area, program(s), or limited population of customers.

Human Resource Management - Works with human resource staff to implement human resource policies for part of an organization to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action; maintains effective employee relations and complies with government/citywide regulations and policies.

Managing Diverse Workforce - Recognizes diversity as a business strategy; recruits, develops and retains a diverse workforce for an organization within an agency/corporation; promotes teamwork, acceptance and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building - Encourages and facilitates cooperation and open communication and promotes team work at all levels in part of an organization; cooperates with staff, higher-level managers, peers, staff of other organizations, internal customers, a limited population of external customers, and local stakeholder groups to accomplish the organization's goals.

Internal Controls/Integrity - Implements, and maintains accounting and administrative controls for part of an organization within an agency/department. Exhibits personal integrity and promotes ethical conduct by employees; abides by the City's Code of Ethics.

Technical Competence - Is knowledgeable about the subject matter, procedures, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, program and administrative staff of other organizations, internal customers, a limit functional and/or operational area(s), program(s) or segment thereof or limited population within the City and County.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Pressure due to multiple calls and inquiries
Subject to many interruptions
Subject to long, irregular hours

Education Requirement:

Graduation from a college of law with attainment of a J.D. or L.L.B. degree.

Experience Requirement:

Two years of experience supervising attorneys which must have included responsibility for operation and staff functions.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Admission by the Supreme Court of Colorado to practice law in the State of Colorado at the time of application. Completion of the Career Service supervisory training program prior to completion of the probationary period. License must be kept current as a condition of continued employment in this class.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 10/01/2004

REVISED DATE:

REVISED BY: Dani Brown

CLASS HISTORY: