

CITY ATTORNEY

General Purpose:

Under the direction of the Mayor and City Council, the City Attorney is the legal adviser and attorney for all officials, officers, and departments of the City and represents the City in all litigation and proceedings, including the prosecution of cases before the Municipal Court. Work involves drafting and reviewing ordinances, resolutions, policies and procedures, and contracts prior to consideration by the City Council to ensure compliance with state, federal, and local laws. Emphasis is placed on municipal law, civil code enforcement, land use, zoning, and legislative interpretation.

Specific powers and duties:

Service as the chief legal adviser and attorney for City government, including the Mayor, the Common Council, and all departments, boards and commissions in all matters relating to their official powers and duties.

Appearance for the City and prosecution or defense of all actions and proceedings by or against the City and any of its departments, boards, commissions or offices.

Prosecution of all offenses against the local laws, ordinances or regulations of the City and such offenses against the laws of the State as may be required by law.

Researches, drafts and prepares all resolutions, local laws, ordinances, contracts, deeds, leases, bonds, obligations, conveyances, franchises and other instruments for the City, except in those instances where the Common Council may have authorized special counsel to perform such duties, or where required by law, and review of all such documents.

Reviews documents prepared by other agencies or parties.

Advises city officials of changes to state or federal laws affecting city operations.

Interprets laws, rulings, and regulations for city officials and staff.

Any contract or agreement into which the City enters, except as it relates to normal day-to-day purchasing functions of the City, shall be effective only after the City Attorney shall note by statement and endorsement on the signature page that it has been approved by the City Attorney as to form.

Provide legal advice and opinion, both oral or in writing, as appropriate, when requested by the Mayor, Common Council, heads of departments, or boards or commissions.

Prepares and submits an annual department budget, assures that assigned areas of responsibility are performed within the budget.

Coordinates with outside counsel regarding litigation on behalf of the City when necessary.

Attends all meetings of the City Council or administration at which attendance may be required.

Serves as a member of the City Grievance Committee.

Minimum Qualifications:

The City Attorney is appointed by the Common Council for a two year term to expire at the end of every even numbered year. He or she shall be qualified on the basis of being admitted to practice as an attorney and counselor before the courts of the State of New York and the United States.