



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Legal Manager & FOIA Officer	DEPARTMENT: City Attorney
IMMEDIATE SUPERVISOR: City Attorney	GRADE/RANK: 17
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

This position requires a high-level performing, full-spectrum team-oriented, resourceful professional for the effective management of the office of the City Attorney and service as the City's FOIA Officer. In each and both roles, the position requires independent, critical analysis skills and aptitude and the exercise of discretion on matters of significance.

The City Attorney's function, which spans and operates to advise, advocate, and support, serves primarily three internal clients: the City government, including its commissions; the School Board; and the Economic Development Authority. The office functions in an often fast-paced, multi-priority environment in which the City Attorney must delegate daily as to some significant matters or that require and involve significant weight being placed on the recommendations of legal manager. The position has ongoing responsibility and requires independent thought and critical analytical skills, exercise of sound discretion for legal management on behalf of the City Attorney, with ongoing interaction with key organizational senior leadership staff on significant issues; independent management of the City Attorney office systems, with interfaces of communications and technology and primary duties involving responsibility for the administrative facets of the office, including review and approval of vendor invoices and professional and other invoices, without additional review by the City Attorney; substantive legal work that does not necessarily require and does not contemplate oversight by the City Attorney; and some legal work that does contemplate coordination with the City Attorney within parameters established by the City Attorney; legal and other research and litigation and transactional management among various departments and senior staff management, including processes and issues related to land use,

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zoning, human resources, procurement, contractual and real estate transactions; legal compliance, initial drafting of technical, expository, and narrative documents and independent consultation with staff related to drafted documents; and service as the representative of the City Attorney at City government management team meetings, with authority to speak on behalf of the office of the City Attorney.

The position also includes several other primary responsibilities: service as the City's FOIA officer and service on the City's defined contribution plan committee, neither of which involve any reporting to or any oversight by the City Attorney. This position is eligible for consideration of a telecommuting agreement.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Performs substantive, significant legal work requiring a high level of discretion and sound judgment;
- Manages the City Attorney office's administrative functions, including administration of the budget of the City Attorney, administration of discretionary expenditures of the City Attorney's office, review and approval of vendor invoices, including the invoices of outside special counsel, etc.
- Discharges and manages the City FOIA Officer function;
- Serves as a member of the City's defined contribution plan committee;
- Serves as a critical communications link and representative of the City Attorney's office on sensitive, significant matters and issues of regularly occurring sensitivity with numerous senior leadership staff, public officials, stakeholders, and others;
- Takes initiative in drafting documents on significant matters that do not require review of the City Attorney and some that do involve the review and approval of the City Attorney and in implementation of policies and guidelines of the City Attorney's office;
- Keenly discerns synthesizes, evaluates, and communicates relevant facts and legal concepts;
- Manages the development and progress of a variety of technical and legal documents, statistical reports, compiles and analyzes and synthesizes research and data for review, reports and publications, and prepares court filings and communications, including correspondence, and other material for internal and external distribution on matters and issues of significance, requiring a high proficiency in the use of professionally proper grammar, syntax, formatting and professional presentation on a consistently reliable basis with minimal guidance;
- Prepares and manages the progression of drafts of expository, narrative and other writing that is clear, logical, and correct;
- Independently answers correspondence and other communications from a variety of sources, including attorneys, members of City Council, members of other City boards and commissions, and the senior staff leadership of the City and the City School Division and the Economic Development, in collaboration with the City Attorney;

- Completes, reviews and checks and carefully manages the quality of records, forms and other documents for accuracy, completeness and conformance to rules and regulations and conventions, including conformance to *The Bluebook*;
- Manages litigation support, including review of court documents, initial drafting of some pleadings, initial preparation of discovery requests and responses, preparation of exhibits, and other litigation-related processes that also involve close monitoring of compliance with court rules and timelines and coordination with special counsel;
- Manages independently the timely and accurately creates and maintains the City Attorney's information systems, including electronic and paper; monitors systems and developments to help ensure all legal procedures have been properly followed and all required information is received, processed and provided or produced on a timely basis;
- Manages the collection, analysis and synthesis of information of sometimes complex aspects of the legal function and drafts documents for special and periodic reports, such as regular monitoring of court and other proceedings related to issues of interest to the City Attorney;
- Smartly accesses and reviews court records and performs legal research, including research related to real estate title examination and litigation matters using printed and electronic resources and databases and software, such as LEXIS and CaseFinder;
- Administers and manages the calendar for the office of the City Attorney;
- Monitors and manages the budget and budget compliance for the office of the City Attorney, prepares and processes expenditure documentation, and prepares and analyses reports;
- Manages the day-to-day priorities of the office of the City Attorney and discerns, through the exercise of independent judgment, when to involve or consult the City Attorney in the progression of assignments and in anticipation and response to developments;
- Manages legal research files, which is an informal subject library maintained for internal, confidential City Attorney use;
- Manages software and electronic systems, with a high level of proficiency such as with Microsoft Word, PowerPoint, Excel, Laserfiche, Foxit®, Lexis, CaseFinder®, and other usual software that facilitate the effective and efficient operation and operation of a legal office;
- Represents the City Attorney's office at Management Team and Developmental Review meetings;
- Works collaboratively with the City Manager's office, departmental directors and staff, the Division Superintendent's office, and special counsel and;
- Performs other duties as assigned by the City Attorney, including special projects that provide additional opportunities to work as a team member with other key City departments and functions and leaders.

KNOWLEDGE, SKILLS AND ABILITIES:

REQUIRED

- Detailed knowledge of substantive legal information, including the Virginia Freedom of Information Act;
- Broad legal administrative knowledge for management of a law office;

- Detailed knowledge about defined contribution plan committee functions and duties under applicable law as one of four committee members, in consultation with an external professional adviser;
- Detailed working, highly proficient knowledge of up-to-date legal, professional hardware and software systems;
- Detailed knowledge of technical legal processes, terms and legal forms, documents, notices and documents and conventions;
- Ability to perform basic statutory, case law and court records review, analysis, synthesis and other research;
- Detailed working knowledge and understanding of local, state, and federal code and rule provisions;
- Ability to exercise initiative and effectively and timely manage with independence and minimal direction;
- Ability to think critically and exercise sound judgment;
- Ability to work independently;
- Ability to work and interact professionally and effectively with all levels of staff, including senior management team members, and with public officials, including court officials;
- Ability to analyze and interpret and apply policies and procedures;
- Ability to follow oral and written guidance with rare error;
- Ability to discern and set goals, prioritize and maintain focus, to manage the City Attorney office's multiple tasks simultaneously and produce sound decision-making and generate reliable work product;
- Skill in handling and producing detailed work with accuracy and speed;
- Skill in writing and preparing a wide variety of legal correspondence and other professional documents, including real estate instruments, ordinances, resolutions, and easements;
- Skill in communicating with and responding to a variety of people in a sensitive, discreet manner with professional tact, diplomacy and with proper, accurate, and timely information;
- Skill in timely monitoring, managing, and reporting legal requirements and deadlines;
- Ability to manage information and documents in a confidential manner and;
- Skill in using computers, peripherals and software such Microsoft Word, Internet Explorer; manual dexterity and skill in using a keyboard.

ADDITIONAL PREFERENCES

- Knowledge of professional and business practices and principles from an administrative and management perspective;
- Knowledge of best practices in administering and managing a law office/function;
- Annual training and any required certification necessary for FOIA Officer;
- Commission as a Notary Public for the Commonwealth of Virginia and;
- Membership in the Association of Legal Administrators.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Completion of formal four-year higher education and training and one or more certifications that relate to job duties. Minimum two-three years' experience working as a legal administrator and manager with substantial responsibility and accountability successfully in a law firm or legal department environment of local or government or a school division or equivalent required.

DISTINGUISHING FEATURES OF THE POSITION:

The work for this position necessarily involves confidential matters, including oral and written professional communications and interactions and the development and sharing of documents, with it also being vital that the person exercises independent thought and analysis and sound discretion on matters of significance, which can expose the organization(s) and staff to legal risks and hazards, and the highest professionalism while at the same time demonstrating humility and understanding despite regularly occurring intensity of the nature and scope of the work. It also requires strong, consistently demonstrated ability to establish priorities independently among competing demands, consistently and reliably take initiative, organize and manage and coordinate focus and resources to meet goals effectively and efficiently with limited or no instruction, multi-task contemporaneously; demonstrate keen attention to detail and accuracy; independently assure City legal compliance and coordination as to matters involving the Virginia Freedom of Information Act; and independent participation and engagement as to matters involving the City defined contribution plan committee that seeks and receives advice from an external consultant and collaborates and votes, as necessary, as one of the four members of the committee.

EXAMPLES OF EXPECTED DECISION MAKING:

The position is responsible for decisions and actions reflecting the utmost exercise of professionalism and sound discretion in the independently handling of often significant matters, including sensitive matters and issues.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

This position generally involves sedentary work requiring a high level of cognitive attention to detail, analysis, and synthesis of information and the exertion usually of relatively small amount of force constantly to move objects, up to 10 pounds frequently and some exertion requiring the exertion of up to 25 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform sometimes repetitive tasks involving many accurate fine motor skills and keen attention to detail, without error. Vocal communication is required for accurately expressing or exchanging detailed, sometimes complex information and instructions by means of the spoken word; hearing is required to perceive sometimes extensive, interrelated information at normal spoken word levels, and to receive detailed, frequently complex information and instruction through oral communications and/or to make fine enunciation and distinctions in sound and technical and legal terms; visual acuity is required for composing text and numbers and preparing and analyzing complex written or computer data, operation of hardware, software, and other higher technology equipment,

determining and assuring the accuracy and thoroughness of work, and observing distinctions and nuances in general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

None.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Legal Manager and FOIA Officer will be required to follow any other instructions and to perform any other related duties as assigned by the City Attorney. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Attorney and Chief Human Resources Officer

Revised Date: 2020