

# Classification description



Metro Attorney

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**Title:** Metro Attorney  
**Job Code:** 1490  
**Pay Range:** 201  
**FLSA Status:** Exempt-Supervisory/Executive

**Employee Group:** Metro non-rep  
**Established:** November, 2018  
**Revised:**  
**EEO Category:** Officials and Administrators

## DESCRIPTION

Serves as chief legal officer for Metro under direction of the Metro Counsel. Provides expert legal counsel to Metro Council, Chief Operating Officer, and various Metro Operating Units on legal matters of the highest complexity and sensitivity. Represents Metro in litigation and on matters of significant visibility and public impact. Coordinates day-to-day operations in the Office of the Metro Attorney and supervises the Attorneys, leads in the development and administration of department budget and maintains a detailed knowledge and understanding of the department's business operation and legal needs.

## DUTIES AND RESPONSIBILITIES

1. Provides expert legal services to Metro Council, Chief Operating Officer and other Metro officials on a wide range of complex legal issues. Establishes legal strategy and guides processes for critical legal matters.
2. Plans, organizes and directs activities of department. Implements and monitors work plans to achieve office mission and goals. Supervises Attorney office staff members.
3. Establishes, implements and monitors policies and procedures, consistent with Metro Code and relevant laws; and ensures efficient operation and high volume/high quality internal services.
4. Researches legal issues and statutory and case law; makes recommendations for Charter and Code changes, ordinances, resolutions and other legal documents; drafts and issues legal opinions; drafts and reviews legal documents and prepares or revises as requested by Council.
5. Attends meetings of, and provides advice to, the Metro Council or its committees; represents Metro in hearings before elected and administrative bodies and state and federal agencies; represents Metro in negotiations to resolve issues involving litigation risk.
6. Develops professional relationships with external entities in support of Metro programs; meets with high level, internal and external, public and private officials to represent programs.
7. Maintains, and exhibits discretion with, confidential and/or sensitive information.

It is the responsibility of all Metro employees to:

1. Actively participate on committees and/or attend meetings as assigned.
2. Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability. This includes, but is not limited to:

- Build and maintain positive relationships and contribute to a positive team atmosphere; engage others in ways that foster respect and trust
  - Encourage and appreciate diversity in people and ideas – seek to understand the perspectives of others
  - Provide excellent customer service – assist the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations
  - Practice continuous improvement - research new possibilities, contribute ideas and stay current in field of work
  - Demonstrate sustainable practices in applicable field and generally for resource use and protection
  - Work assigned schedule (if applicable); exhibit regular and predictable attendance
  - Practice safe work habits
  - Comply with Metro and Metro’s visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
3. Perform assigned duties during an emergency situation.
  4. Perform other duties as assigned.

### **JOB SPECIFICATIONS**

#### **Education/Licensing and Work Experience:**

- Graduation from an accredited law school and
- Ten years active membership in the Oregon State Bar Association and
- Four years of responsible professional management and supervisory and
- License to practice law in the State of Oregon or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities

#### **Knowledge, Skills and Abilities:**

- Principles and practices of municipal law, and litigation
- Principles and techniques of negotiation, mediation and conflict resolution
- Principles and techniques of legal writing, judicial procedure and rules of evidence
- Federal and State and local statutes, regulations, rules and ordinances applicable to regional government, public meeting laws, and land use laws, public records and public financing
- Provide accurate and practical legal advice
- Interpret and apply complex legal principles, effectively present legal positions
- Communicate effectively orally and in writing
- Maintain effective working relationships with elected Officials, Metro officials, other government agencies and private agencies and the public
- Perform all position essential duties and responsibilities

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- Fulfill Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability
- Work assigned schedule and exhibit regular and predictable attendance
- Work in a safe manner and follow safety policies, practices and procedures
- Comply with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate
- Use discretion with confidential and sensitive matters

#### **Additional Requirements:**

- Successfully pass the background check and screening requirements required for the position

#### **SUPERVISION RECEIVED**

Receives general guidance from Metro Council President and Metro Councilors

#### **SUPERVISION EXERCISED**

This position supervises the department including attorneys and paralegals

#### **RELATIONSHIPS/CONTACTS**

Maintain positive working relationship with elected officials

#### **TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING**

Standard office environment is used

#### **WORK ENVIRONMENT**

Work is performed in office environment. As necessary to meet workload demands, works outside of typical schedule including evening/weekend hours. Work may require travel to off-site locations.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*