

Classification Description

Title: Deputy Metro Attorney

Job Code: 1495

Pay Range: Y

FLSA Status: Exempt – Executive/Supervisory

Employee Group: Non-Represented

Established: 10/08

Revised: 4/14

EEO Category: Officials and Administrators

CLASSIFICATION DESCRIPTION

The Deputy Metro Attorney will act for the Metro Attorney when necessary, and provide expert legal counsel to Metro Council, Chief Operating Officer, and various Metro Operating Units and MERC on legal matters of the highest complexity and sensitivity. Coordinate the day-to-day operations the Office of the Metro Attorney (OMA) and supervise administrative and paraprofessional staff; lead in the development and administration of the department's budget, and maintain a detailed knowledge and understanding of Metro's Departments' business operations and legal needs. The position performs the full range of legal counsel activities.

DUTIES AND RESPONSIBILITIES

1. Serves as the Metro Attorney's deputy, provides leadership, continuity and ensures flow of department work when the Metro Attorney is absent. Serves as a resource to the Council in the absence of the Metro Attorney. Attends Senior Management Team meetings on behalf of the Metro Attorney, and briefs the Metro Attorney on significant developments upon return.
2. Acts as an advisor to the Metro Attorney to assure communication among the legal staff continues to take place in a collegial atmosphere that promotes interdisciplinary knowledge among legal specialists.
3. Plans, organizes and directs the activities of the department's administrative and paralegal employees. Has primary responsibility for hiring, promoting, transferring, assigning, evaluating performance, initiating salary action, handling grievances, disciplining, and discharging administrative staff.
4. Directs and responds to various OMA administrative opportunities and problems and determines appropriate action or resolution. Establishes, implements and monitors policies and procedures, consistent with Metro Code and relevant laws, assures efficient operation and high volume/high quality internal services to attorneys.
5. Provides expert legal services to Metro Council, Chief Operating Officer, Deputy Chief Operating Officer, and Departments on a wide range of complex legal issues, such as land use, environmental law, contract law, employment law, ADA public accommodation law, transportation development and/or solid waste regulation. Establishes legal strategy, and guides processes for critical legal matters.
6. Manages resources according to the flow of legal work to assure timeliness and smoothness of operations. Evaluates internal systems and legal resources. Contracts for external legal services, administrative services, and other resources when workload requires or for special legal expertise.

7. Develops and implements the budget for OMA; oversees controls to ensure expenditures are in legal compliance and within budget-authorized limits; monitors expenditures and makes adjustments as appropriate.
8. Assists Metro Attorney in short- and long-range planning; manages special projects or studies to meet the overall direction and objectives of the department.
9. 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.
10. Performs job functions of Legal Counsel I and Legal Counsel II, advances and maintains legal expertise in areas of law affecting Metro.

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:

- 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, and
- Graduation from an accredited law school, 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:

- Knowledge of principles and practices, and the legal requirements, regulations, and laws applicable to area of assigned responsibility.
- Knowledge of fiscal management including budget preparation and expenditure control.
- Knowledge of management theory and the principles and practices of supervision.
- Knowledge of major business and specialized computer software programs.
- Knowledge of interpersonal skills, customer service, and teamwork.
- Knowledge in training and supervision.
- Skill in reading, writing, understanding and speaking English is required.
- Ability to exercise strong leadership skills with the ability to build consensus among diverse groups.
- Ability to plan, organize and oversee assigned programs and projects.
- Ability to analyze and evaluate operations and develop and implement corrective action.
- Ability to communicate and negotiate successfully with elected officials, attorneys, the media, the public, and various interest groups regarding sensitive and/or complex issues.
- Ability to use of discretion, decision making, negotiation and mentoring continuously.
- Ability to deliver presentations and provide instruction on a regular basis.
- Ability to be creative.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Receives general direction from Metro Attorney

SUPERVISION EXERCISED

- Supervises office administrative and paraprofessional staff. (Metro Attorney supervises most, if not all, legal staff.) Deputy may act as a section lead or project manager.

RELATIONSHIPS/CONTACTS

- Inside the organization, provides direction, initiates training, resolves problems, exchanges information, provides legal opinions, advises clients and provides recommendations. Outside the organization, represents Metro in litigation or negotiation, promotes the agency, performs public speaking, conducts interviews,

troubleshoots and resolves problems.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

- Standard office equipment is used.

WORK ENVIRONMENT

- Duties are primarily performed in an office, meeting, council, or field environment. This classification may encounter the hazardous chemicals, equipment and situations normally found in such an environment. Travel, weekend and evening meetings may be required.

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.