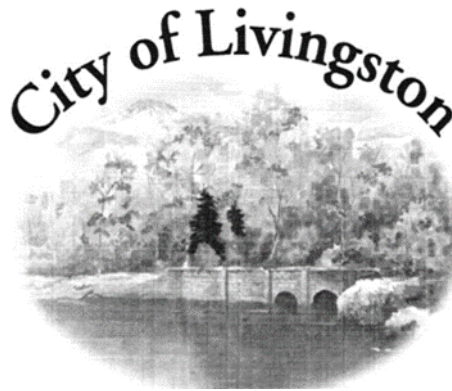


City Manager
Grant Gager

220 E Park Street
(406) 823-6000 phone

citymanager@livingstonmontana.org
www.livingstonmontana.org



Incorporated 1889

Chairperson
Melissa Nootz

Vice Chair
Karrie Kahle

Commissioners
Mel Friedman
Quentin Schwarz
Torrey Lyons

JOB DESCRIPTION

JOB TITLE: City Attorney

DATE LAST REVISED: 7/15/2023

DEPARTMENT: Legal

JOB SUMMARY

The City Attorney provides leadership and plans, supervises and directs the operations and activities of the Legal Department under the direction of the City Manager. The City Attorney is responsible for: performing legal analysis; prosecuting misdemeanors; oversight of contracted attorneys; contract drafting and review; development of litigation strategy; providing consultation to City Commission, City Manager and department heads on matters of potential liability; and supervising staff in the legal department. This position performs work of considerable difficulty in the area of legal services, both civil and criminal. The City Attorney advises elected and employed staff of ordinances and principles of good governance and legal theory and liability mitigation for the City of Livingston.

DUTIES AND RESPONSIBILITIES

Essential

- Provide highly responsible and complex executive legal consultation and support to department heads as well as the City Manager and Livingston City Commission when requested.
- Support the drafting of ordinances and resolutions in preparation for City Commission action.
- Lead the development of litigation strategy in consultation with the City Manager.
- Manage City Prosecution efforts in the Livingston Municipal Court.
- Performs other duties as assigned or needed.

QUALIFICATIONS

Minimum

- A Juris Doctor (J.D.) degree from an accredited school of law.
- Must be admitted to practice law and be in good standing with the Montana Bar Association.
- No disciplinary limitations to license to practice law or convictions that violate the public trust or would impede the integrity of the office of the City Attorney or the City of Livingston.
- Minimum of 3 years' experience practicing law with experience in land use and municipal issues.

Preferred

- Prior experience as a City Attorney in the State of Montana.