

RESOLUTION No. 2012 - 03

**A RESOLUTION REGARDING A CLASSIFICATION AND COMPENSATION PLAN
FOR THE CITY OF BRYANT**

WHEREAS, the City Council wishes to create an additional job position and corresponding compensation plan for said position; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRYANT, ARKANSAS THAT:

Section 1. The position of Staff Attorney is hereby added to the City's compensation plan.

Section 2. The salary range of the Staff Attorney shall be as follows, depending on experience:

Staff Attorney

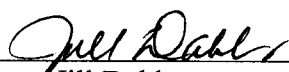
Minimum	Midpoint	Maximum
\$72,206	\$90,258	\$108,309

Section 3. The compensation set forth in this resolution shall henceforth be in full force and effect, subject to further revisions as may be necessary. Any revisions shall be reviewed by Human Resource Director or his/her representative and approved by the City Council before taking effect.


Section 4. In the event any title, section, paragraph, item, sentence, clause, phrase, or word of this resolution is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining portions of the resolution which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of the resolution.

Section 5. All resolutions and other matters in conflict with this resolution are hereby repealed to the extent of any inconsistency.

PASSED AND APPROVED this 23 day of February, 2012.



Mayor Jill Dabbs

ATTEST:


Heather Kizer, City Clerk

**City of Bryant 2010
Staff Attorney
Job Description**

Exempt: Yes
Department: Administration
Reports to: Mayor
Location: City Hall
Date Prepared: October 21, 2008
Date Approved: August 12, 2010

GENERAL DESCRIPTION OF POSITION

Represents city in legal proceedings and city council meetings by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Researches legal issues as requested or needed.
2. Provides legal advice to mayor, council, department heads, committees, and commissions.
3. Issues verbal and written legal opinions to mayor, council, department heads, committees, and commissions.
4. Drafts personnel and departmental policies.
5. Drafts ordinances and resolutions.
6. Reviews and drafts contracts, agreements, deeds, and other legal documents.
7. Defends city/city officials in civil rights and land use litigation.
8. Prepares pleadings, motions, and discovery in litigation to which the City or one of its officials is a party.
9. Attends city council, staff, and other meetings.
10. Responds to EEOC charges and requests for information.
11. Responds to requests under the Arkansas Freedom of Information Act.
12. Updates policies and ordinances to maintain compliance with changes in state and federal law.
13. Works with outside counsel retained by City for preparation of bonds and litigation.
14. Supervises legal department staff.
15. Interacts with team members.
16. Regular and punctual attendance.
17. Work overtime as required or assigned.

18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

J.D., plus 11 to 15 years related experience and/or training, and 9 to 10 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

Supervises 1 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees subject to Mayoral approval; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

SUPERVISION RECEIVED

Self directed to achieve company/organization goals. Reports to board of directors.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele. Organization's final decision maker and authority.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Minimal oversight. General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by organization's board of directors or business owner(s).

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arkansas Drivers License, License to Practice Law in State of Arkansas, & License to Practice Law in State and Federal Court

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Contact Management, Word Processing/Typing
Intermediate: Database, Presentation/PowerPoint, Spreadsheet
Basic: Accounting, Alphanumeric Data Entry

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.