



City of Idaho Falls City Attorney

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| SALARY | See Position Description | LOCATION | Idaho Falls, ID |
| JOB TYPE | Full-Time | JOB NUMBER | 2025 - 0731 |
| DEPARTMENT | Legal | DIVISION | City Attorney |
| OPENING DATE | 07/31/2025 | CLOSING DATE | 8/22/2025 11:59 PM Mountain |

General Purpose

Manages and directs programs and activities of the Legal Department. Performs advanced legal management work by providing legal advice, opinions, and services to the Mayor, City Council, Department Directors, and various boards, committees, and commissions. Determines and implements department programs, policies, and processes, and conducts long-term planning in support of city objectives. Contracts for, coordinates, and supervises legal services or outside legal counsel as necessary. Participates on the executive management team for the city.

Supervision Received

Works under the broad policy guidance and direction of the Mayor and Council.

Supervision Exercised

Supervises legal services staff, including attorneys, paralegals, and legal assistants.

The salary for this role will be determined based on the candidate's experience, qualifications, and overall alignment with the position. The expected salary range is \$155,000 to \$185,000.

Essential Functions

Provides a wide range of legal-related advice, support, and information to the Mayor, Council, city boards, committees, commissions, and other officials of the City in accordance with federal, state, and city code legislation. Organizes and oversees the work of outside legal counsel and determines the scope of outside legal services needed. Negotiates and resolves sensitive, significant, controversial, and complex legal matters. Renders advice and opinions. Oversees efforts to minimize the risk of legal liability to the City. Ensures city officials and employees comply with the legal and ethical requirements of City employment. Drafts and reviews opinions, resolutions, ordinances, contracts, and other legal documents and instruments. Reviews and drafts recommended changes to proposed legislation. Attends legislative sessions to promote the interests of the City before the state legislature, as needed.

Plans, organizes, and evaluates civil and criminal litigation, including all phases of pretrial, trial, and appellate work. Represents the City in complex litigation and before administrative hearings held by local, state, and federal agencies,

and defends the City in suits brought against it. Analyzes existing and new cases and legislation, legal briefs, court rulings, and legal publications affecting the City, the Legal Department, and other City entities. Develops litigation strategies and alternatives, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions in preparation for case presentation. Oversees the work of specially retained independent counsel on matters contracted to be handled on behalf of the City.

Oversees and leads the City's misdemeanor and infraction prosecution team as the chief law enforcement officer for criminal matters within the City's jurisdiction. Supervises legal and support staff and provides direct support for all aspects of the City's criminal cases, from citation or complaint to final resolution, including jury trial and appeals. Assists professional staff in the analysis of specific cases, advises on case development, and serves as a mentor on legal matters. Coordinates the prosecution strategy for significant criminal cases. Regularly prosecutes misdemeanor cases.

Participates as a member of the executive management team. Takes part in strategic planning and works closely with the City's elected leadership in setting and carrying out the City's vision, mission, goals, and objectives for the department and the City as a whole. Models behavior that supports City values. Researches, evaluates, and approves recommendations regarding departmental programs. Demonstrates continuous efforts to improve operations and provide quality, seamless service to the public. Ensures the department and staff are meeting established goals and objectives. May conduct investigations of complaints made by or against the City.

Serves as a spokesperson to the media on controversial cases and other legal-related areas of interest. Establishes and maintains cooperative working relationships with the public, local businesses, intergovernmental agencies, news media, elected officials, division heads, and employees. Represents the City on various committees.

Oversees preparation of the departmental budget. Analyzes budget data to identify and project resource needs. Monitors and approves budget expenditures, including the procurement of departmental resources. Responsible for the City codification system.

Performs other duties as required.

Minimum Qualifications

Education and Experience:

1. Graduation from an accredited law school with a Juris Doctorate;

AND

1. Eight (8) years of progressively responsible work experience related to the above duties; four (4) years of which must have been involved in hiring and managing both professional and support staff positions;

Knowledge, Skills and Abilities:

Considerable Knowledge of Idaho municipal law; court administration; current principles and applications of Idaho civil, criminal, and administrative law that impacts municipal corporation legal activities; state and federal court procedures and rules of evidence; interview techniques, methods and strategies used for case preparation; pleadings and effective practices and techniques in the presentation of court cases; principles, methods and techniques of legal research and investigation; principles and practices of legal communication methods; management principles involved in strategic planning, resource allocation, and leadership techniques; the principles and practices of effective supervision and performance management techniques.

Considerable Skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and subordinate staff. Skill in the operation of PC Computer, and related office equipment.

Ability to define and analyze complex legal issues and problems; research and organize facts; perform legal risk-benefit analyses; evaluate alternatives and develop sound conclusions and recommendations; present statements of fact, law and argument clearly, logically and persuasively; exercise sound, independent judgment within general policy guidelines and legal parameters under pressure; interpret and explain state and federal law, regulations, legislation and constitutional provisions; develop sound litigation strategy and represent the City effectively in hearings, courts of law and meetings; use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals; determine long range needs for development of the department; display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations; complete assignments in a timely fashion; understand and comply with all rules, policies and regulations; maintain prompt and regular attendance; perform all essential and marginal functions as assigned by an authorized employee, supervisor and/or manager with or without reasonable accommodation.

Special Qualifications:

Member of the Idaho State Bar or a state bar with reciprocity in Idaho and currently licensed to practice law in the State of Idaho.

Must possess a valid driver's license.

Work Environment

The incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in course of performing portions of job functions.

Employer

City of Idaho Falls

Address

700 Park Avenue
PO Box 50220
Idaho Falls, Idaho, 83405-0220

Phone

208-612-8162
208-612-8106

Website

<http://www.idahofallsidaho.gov/>

QUESTION 1

Do you have a Juris Doctorate degree from an accredited law school?

- ☐ Yes
- ☐ No

*QUESTION 2

Are you currently a member of the Idaho State Bar or a state bar with reciprocity in Idaho?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have at least 8 years of progressively responsible work experience related to the duties of this position?

- ☐ Yes, I have 8 or more years of experience.
- ☐ No, I have less than 8 years of experience.

*QUESTION 4

Do you have at least 4 years of experience hiring and managing both professional and support staff positions?

- ☐ Yes
- ☐ No

* Required Question