

**CITY OF MENASHA**  
Position Description

**Position Title:** City Attorney/HR Director  
Department: City Attorney  
Status: Exempt  
Position Reports To: Mayor  
Date of Description: February 2009

**SUMMARY**

The City Attorney shall be responsible for conducting all the law business of the City except as otherwise provided. He shall represent the Electric and Water Utilities Commission. In the event of his illness, vacation or inability to attend to official matters, he may appoint an acting City Attorney without compensation unless otherwise provided by the Common Council. He shall examine the tax assessment rolls and other tax proceedings pursuant to law and advise the Assessor. He shall perform all of the duties pursuant to State Statute and particularly Chapter 62.09(12). Nothing in this Section shall prevent the City Attorney from representing clients so long as it does not interfere with his private duties or is in conflict with the Canons of Ethics of the American Bar Association and the Rules of the Supreme Court of the State of Wisconsin.

The City Attorney will also perform the duties of HR Director and shall be responsible for directing, coordinating and carrying out the human resources functions for the City including the areas of labor relations, employment, safety, compensation, benefits and government compliance.

**ESSENTIAL FUNCTIONS to include the following:**

Essential Functions as City Attorney:

- Draft ordinances and resolutions and review contracts, bond issues and all legal documents in which the City has an interest; he may include on such documents explanatory notes that explain or clarify legislative intent or legal issues;
- Prepare for court trials and attend jury trials;
- Be responsible for bringing traffic offenses and other forfeiture actions under the State and City Traffic Code for enforcement;
- Advise the Mayor, Council and department heads on legal matters;
- Attend Council meetings and other meetings as needed;
- Issue legal opinions in writing when requested and file the same with the City Clerk pursuant to state Law;
- Examine the tax assessment rolls and other tax proceedings and advise the proper City officers thereof;
- Represent all Boards and all Commissions of the City; attend Board of Review and Board of Appeals hearings;
- Be on call at all times for the Chief of Police, and Lieutenants of Menasha Police Department and the command officer of the Police department in the evening; conduct training sessions at the request of the Menasha Police Department or on his own in dealing with new areas of police activity;
- Represent the City before the Circuit Courts of Winnebago County on writs of certiorari;

- Act as both prosecutor for the City in violation of its ordinances, rules and regulations and as a defender of the City when legal actions are brought against it;
- Be the magistrate pursuant to law when motor vehicles are impounded and such hearing shall be held at the Menasha Police Station or the City Hall, at his discretion, within seventy-two (72) hours of said impoundment;
- Be considered a department head;
- Perform such duties and responsibilities as determined by the Common Council and as set forth in this Code of Ordinances not enumerated above.
- Supervise the City Clerk and support staff.

Essential Functions as HR Director:

- Conduct labor negotiations and administer all union contracts, including the handling of grievances and binding arbitration cases;
- Advise the Mayor and department heads regarding labor contract administration and employee relations matters;
- Maintain the wage and salary program;
- Serve as Affirmative Action Officer for the City;
- Maintain records and complete required reports for benefits programs, including Wisconsin Retirement Fund, Social Security and employee insurance plans; he shall be the insurance manager handling liability claims against the City;
- Carry out the employee safety program including safety meetings, accident investigation and maintenance of related records;
- Recruit, screen and assist in the selection and orientation of all new employees;
- Monitor employee absences;
- Monitor unemployment claims and represent the City in related hearings;
- Develop and maintain personnel policies and procedures;
- Administer claims against the City and the City's insurance program;
- Supervise payroll;
- Perform such other duties and responsibilities as determined by the Common Council and as set forth in the Municipal Code not enumerated above.

## **POSITION REQUIREMENTS/QUALIFICATIONS**

The position of City Attorney requires 6-8 years of experience in municipal law work and trial work; a J.D. degree in law; and experience and training which provides the following knowledge, abilities and skills (State Law Reference: Section 62.09(12), Wis. Stats.):

- Knowledge of municipal law;
- Ability to establish and maintain working relationships with other City employees, officials and the public;
- Ability and skill in research, preparation and trial presentation;
- Ability to organize efficient responses to various department demands;
- Knowledge of pertinent forms and procedures;

The position of Human Resources Director requires a minimum of 3-5 years of human resource and labor relations experience and a bachelor's degree in personnel or business management or a related field, or an equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

- Knowledge of personnel management principles;
- Knowledge of labor laws and regulations;
- Knowledge of City government operations and jobs;

- Ability to maintain confidential records;
- Ability to assemble data, prepare documentation, and then present information for arbitration cases, for negotiations and for presentations to the Common Council;
- Ability to negotiate and administer a labor contract;
- Ability to communicate, orally and in writing.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must be licensed to practice law in the State of Wisconsin.
- Valid State of Wisconsin driver's license, with good driving record.

### **PHYSICAL DEMANDS**

The physical demands described herein 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.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Overtime may be required.

### **FUNCTION OF POSITION DESCRIPTION**

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.