



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: DEPUTY CITY ATTORNEY-CITY LOBBYIST**

**BARGAINING UNIT:** [AEC](#)

**CODE NUMBER:** 4084

**PAY RANGE CODE:** ATT 3

**REVISION DATE:** 9/20/16

## **NATURE OF WORK:**

This is responsible professional work in the City Law Department which includes legal assignments as directed by the City Attorney and providing a range of lobbying services including performing research, establishing legislative contacts, and providing associated staff services for the City of Omaha.

An employee in this class functions as the city's representative in establishing and maintaining key contacts in municipal, county, and state governments and in public and private organizations. Work involves the responsibility for representing the city at the Nebraska Legislature, performing research, compiling statistical data and reports, and providing the City Council and Mayor with information which may assist them in making policy decisions. During those periods when the Nebraska Legislature is not in Regular Session or any Special Session, the Deputy City Attorney-City Lobbyist will also receive other assignments as directed by the City Attorney. Work is reviewed through reports and observation of results obtained.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Under the direction of the City Attorney, consults with the Mayor, City Council, and administrative department heads concerning problems and needs of all areas of municipal government in order to provide informed representation in the Legislature and assist in securing legislation favorable to the city.

Maintains effective working relationship with the Mayor, City Council, and city officials.

Consults with the Mayor, City Council, and other city officials to determine a need to propose state legislation and follows through to secure support and passage of appropriate legislation.

Appears before the Legislature; establishes and maintains close contacts among legislative committees, individual legislators, public officials, trade and industrial associations, chambers of commerce, and business organizations in order to influence members and to assure full communication of ideas, interests, and purposes.

Performs research concerning proposed legislation and ordinances; analyzes tax laws and related data; prepares articles, speeches and reports on administrative and legislative problems and practices; explains or recommends action to the City Attorney, Mayor, City Council, or

Legislature; informs the City Attorney, Mayor, and the City Council regarding state and federal governmental trends, attitudes, and programs.

Serves as legal counsel for city departments, boards, and other city-related agencies as directed by the City Attorney.

Attends meetings and provides legal advice regarding decisions to be made, documents and contracts to be considered, and litigation to be brought or responded to on the city's behalf. This may involve the drafting of ordinances, reviewing contracts, preparing and reviewing bid documents, briefs, pleadings, and other legal documents.

Evaluates city policy and other issues of interest to the city, conducts research to clarify issues, identifies alternatives, develops recommendations, and prepares verbal and written reports as required.

Represents the City of Omaha in speaking to civic clubs and groups.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of public administration, particularly of the organization and functions of constituent units of municipal government.

Knowledge of public administration research methods, techniques, and methods of report presentation.

Knowledge of legal, budgeting, and accounting procedures and processes.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with administrative officers, lobbyists, the general public, and legislative representatives.

Ability to work independently; choosing creative techniques and methods of obtaining results within legal and ethical limitations.

Ability to conduct original research and routine investigations, make sound administrative analyses relating to policy and management problems, and prepare and present oral and written reports and recommendations to groups and individuals.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to understand oral or written instructions.

Ability to communicate effectively, orally and in writing.

Ability to bend, stand, walk and sit from 51 to 75% of the time; reach and stoop from 26 to 50% of the time; and to push, pull and type up to 25% of the time.

Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Juris Doctor degree

AND

Ten (10) years of experience in performing investigative research for legislative or administrative use, policy making and administration, presenting and working toward the acceptance of significant concepts, programs, or products, and experience in legal, budgeting, and accounting procedures and processes.

**SPECIAL REQUIREMENTS:**

Admission to the Bar in the State of Nebraska.

Ability to coordinate transportation for oneself between Omaha and Lincoln.

Must possess a valid motor vehicle operator's license at the time of application.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in a normal office environment with exposure to outside weather conditions during travel between Lincoln and Omaha.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Copier  
Printer

Facsimile Machine

Previous Revision Date(s):