
EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	County Counsel	CLASSIFICATION:	089
SUPERVISOR:	Board of Commissioners	SALARY RANGE:	E10
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Serve as legal counsel to the Board of County Commissioners. Provide legal research and advise County officials, department heads, employees, commissions and committees on legal matters. Represent the County before different tribunals, including courts, legislative committees and other public groups on a wide variety of issues.

Responsible for professional performance and administration of the County Counsel's Office for Columbia County. Responsible for planning, organizing and directing the activities of the Department.

Fairly enforce all laws, regulations, ordinances, and standards to ensure maximum compliance and to protect the public health and safety. Plan, organize and direct all Departmental activities, including those with other governmental units and private organizations. Work directly with a wide range of community groups, public and private sector officials, County employees, individual citizens and as part of the County management team.

Promote excellence, dependable performance, responsible customer services, pride, initiative, commitment, cooperation, safety and a team approach throughout the Department. Evaluate and define Departmental programs and policies along with the development of budget proposals in accordance with the vision of the County as articulated by the Board of County Commissioners. Supervise staff of professional, technical and office support staff and hold them accountable for results.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide legal assistance to the Board of Commissioners, other County officials, department heads, employees, commissions and committees in all matters in the form of direct legal advice as well as representation at meetings, hearings and in court. Pursue necessary court action with some exceptions, e.g., litigation covered by insurance. Represent all County officials, including elected and appointed department heads.

Represent the County as needed in negotiation with outside governments, agencies and labor unions. Assist in the preparation of the County position. Perform background research on opposing positions. Assist in negotiations or advocating the County's position.

Research, draft and advise on administrative policy for County departments.

Represent the County in dealings with other units of state and local government and the general public. This includes advice and counsel in general, legislative, and executive decision making matters.

Pursue specific County projects on short and long range bases as requested by the Board, such as bond issues, economic development and property acquisition.

Research, study and interpret the application of laws, court decisions and other legal authorities and precedents. Prepare legal opinions, memoranda and briefs.

Review and prepare contracts and agreements. Draft ordinances. Interpret state law and administrative rules.

Formulate and present departmental budget for review by Board of County Commissioners. Monitor and manage fiscal operations of the Department to remain within budgetary constraints.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures. Ensure departmental compliance with County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Directly supervise Department employees.

- Ensure that Department plans and goals are effectively communicated throughout the Department so that individual work plans progress toward Department goals.
- Fulfill role as appointing authority of Department to ensure the hire of qualified candidates. Ensure that each Departmental employee receives written, clearly stated goals and expectations.
- Ensure that each Departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of Departmental employees.
- Provide training opportunities for Departmental staff.
- Diagnose organizational needs, designing approaches and facilitating interventions to optimize Departmental communication, cooperation, teamwork, participation and results.
- Discharge all supervisory responsibilities in accordance with the County's policies and procedures, collective bargaining agreements, and State and Federal laws.
- Coordinate all personnel functions with the Human Resources Department.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Board of County Commissioners.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Graduation from an accredited school of law. Six years of experience in the practice of law. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

DESIRABLE QUALIFICATIONS: Three years experience of legal practice in the public sector, including supervisory experience.

SPECIAL LICENSES, CERTIFICATIONS: Must be a member in good standing of the Oregon

State Bar.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of a wide variety of legal principles, practices and terminology, particularly as it relates to Oregon local governments. Considerable knowledge of County departmental functions affected by legislation and court decisions. Knowledge of management principles and practices of human and financial resource management.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to effectively argue the County's position before courts and administrative hearings. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgment during confrontational or high-pressure situations.

Ability to:

- Plan, implement, and evaluate Department activities based on policy guidelines, regulations and laws.
- Think conceptually and quickly get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Model the positive behavior desired in others and promote collaboration and shared responsibility for Departmental success. Look for opportunities for people to contribute, develop skills, take responsibility and be trusted.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public.
- Analyze facts, evidence and precedents and arrive at a logical conclusion. Set forth findings of fact and decision in concise written form.

PHYSICAL DEMANDS The physical demands 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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

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

General office environment. Position requires travel to attend meetings and hearings requiring the operation of a motor vehicle and requires attendance at evening and weekend meetings.