

CLASS TITLE: LEGAL DIVISION MANAGER – REAL ESTATE/ZONING

PURPOSE OF THE CLASSIFICATION: Under the general direction of the City Attorney and/or Deputy City Attorney has specific responsibility to supervise the activities of the real estate/zoning division within the Legal Department; including managing the day-to-day operations of the division, supervising the work of attorneys and support staff in the real estate/zoning division, drafting, reviewing and analyzing ordinances relating to zoning and real estate matters, representing the City of Tulsa in appeals from the Board of Adjustment, providing legal advice and services to City officials and departments regarding real estate and zoning matters and performing other related assigned duties. The position requires excellent written and verbal communication skills and a well-organized and self-directed individual who is a team player and possesses the ability to motivate and supervise others; and a detail-oriented perspective, including the ability to read, analyze and interpret complex ordinances, statutes and court decisions. An in-depth knowledge of real property and zoning laws and various methods of legal research; in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment are also required.

ESSENTIAL TASKS:

- Supervises, manages and directs the activities of the real estate/zoning division, including planning, assigning, supervising and evaluating the work performed by the attorneys and support staff in the division, including upper-level attorneys
- Assists in creation of a department that encourages mentoring and professional development and encourages cross-training of professional and support staff and proactively works to develop best practices in the real estate/zoning division in a continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service
- Drafts, reviews and analyzes ordinances relating to real property and zoning matters and makes recommendations regarding same
- Reviews and analyzes pending Board of Adjustment appeals and civil litigation involving real estate or zoning matters and provides risk analysis
- Assists the City Attorney and Deputy City Attorney and coordinates with other Legal Division Managers in resolving interdepartmental issues
- May be responsible for preparing or reviewing and approving ordinances, resolutions and charter amendments
- Performs legal research and prepares and reviews formal and informal legal opinions and memoranda for study and consideration of the City Attorney or other City officials and advises departmental officials and employees on legal questions
- Develops and monitors budgeted expenses within the real estate/zoning division
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa
- Remain current on municipal law and maintains and develops expertise about laws, regulations, and court decisions affecting municipal legal issues
- Represents City in civil litigation involving Board of Adjustment appeals, real property or zoning issues, including depositions, hearings, settlement conferences, trials and appeals in State and Federal courts and before administrative agencies
- Researches a variety of legal issues that may arise in connection with real property or zoning matters, including but not limited to environmental, telecommunications, tax increment financing, tax incentive district, free speech and constitutional taking matters
- Prepares a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Minimum Qualifications

Knowledge of:

- Must have or be willing to acquire a working knowledge of municipal state and federal laws and constitutional provisions affecting municipal operations, including but not limited to election laws; state laws/procedures regarding municipal administration, real property law, particularly as it impacts municipalities; zoning law; public tort liability law, governmental immunity and local government organization
- Significant knowledge of and experience with real property law and disputes, including Board of Adjustment appeals, zoning issues, real property annexation procedures; and methods of legal research, including WESTLAW
- Experience with constitutional law governing municipalities, real property and zoning issues, administrative law, transactional, and municipal code enforcement proceedings preferred

Ability to:

- Ability to learn and analyze the City charter, ordinance and code provisions
- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Communicate effectively both orally and in writing
- Utilize effective public speaking techniques
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with City officials, staff, outside agencies and the public

Education and Experience

Education: Graduation from an accredited law school and license to practice law in the State of Oklahoma.

Experience:

Nine (9) years of progressively responsible experience in the practice of law, including a minimum of five (5) years representing municipalities or other clients in real property and zoning matters; prior demonstrated personnel management experience and experience with litigation involving constitutional issues, municipal law issues, real property and zoning law and/or administrative and zoning proceedings a plus.

Special Requirements: Must be willing and able to work the hours necessary to accomplish the job requirements, including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

Tools and Equipment Used: Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax/scanner machine.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending and reaching; and vision, speech and hearing sufficient to perform the essential tasks.

Skills Test Required: An original legal writing sample must be provided.

Licenses and Certificates: Possession of a valid license to practice law in the State of Oklahoma or the ability to obtain an Oklahoma license within 6 months of employment and a valid Oklahoma Class "D" Operator's License.

Working Environment: Working environment is primarily indoors in an office setting; and requires some travel to various locations to conduct pre-trial discovery, perform trial work, and appear before administrative agencies or to argue appeals.

Class Code: 2042

EEO Code: E-02

Pay Code: CA-06

Group: Cultural, Legal, and Science

Series: Legal

Effective date: October 28, 2019