

## **CLASS TITLE: LEGAL ADMINISTRATION MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under the general direction of the City Attorney and/or Deputy City Attorney, is responsible for management, supervision and performance of administrative operations of the City Attorney's Office, including budget, personnel, training and supervision, payroll, accounting, procurement, resource development, data and technology systems, contracts, legal records management, and policy development, and performs other assigned duties.

### **ESSENTIAL TASKS:**

- Manages department's annual budget preparation, submission and implementation and department's fiscal operations
- Assists in the development and implementation of goals, policies and priorities for assigned areas, identifying and implementing opportunities for improving service delivery methods, procedures, and systems of operations, as well as develops and maintains informational and statistical reports regarding departmental performance, goal attainment and service levels
- Recruits, selects, supervises, trains, develops, counsels and reviews legal support staff, including assigning work activities and projects, monitoring work flow, reviewing and evaluating work products, methods and procedures, resolving challenges and conflicts, providing or coordinating training, and ensuring compliance with performance standards and policies
- Prepares and manages department's fiscal operations, including payroll/personnel system, accounts payable, purchasing and expenditures, accounting and revenue functions, department's annual budget, development of fiscal policies for handling funds, and forecasts funds needed for staffing, equipment, and supplies
- Provides staff assistance to City Attorney and Deputy City Attorney, including administrative analysis for special projects
- Supervises management of various legal records systems, the maintenance of law library material and electronic legal references, and coordination of information technology systems, and oversees recodification process of Tulsa ordinances and technical requirements for elections for City Officials and charter amendments
- Acts as department's liaison with other City departments, including serving on administrative committees, acting as department's system administrator and liaison with IT department and vendors, and interacts with the public on claims management
- Participates in professional associations and maintains awareness of trends and recent developments in law office administration
- 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.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business/public administration, accounting, finance or closely related field; and five (5) years of responsible administrative and supervisory experience, preferably in the legal field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for a 5% increase upon obtaining Certified Legal Manager (CLM) from the Association of Legal Administrators.

Knowledge, Abilities and Skills: Comprehensive knowledge of state and federal laws and court rules regarding civil and criminal procedure, considerable knowledge of procedures, principles, and terminology used in municipal law, considerable knowledge of business organization and management, considerable knowledge of data analysis, legal research methods and report presentations, considerable knowledge of technology, including computer software and local area networks, wireless networks and support connectivity, and good knowledge of personnel management, budget preparation, and accounting principles. Ability to recognize, analyze and solve software maintenance problems independently, ability to plan, develop, and implement a comprehensive administrative program, ability to prepare and present reports; ability to review, analyze, draw conclusion from, and present data clearly and concisely, ability to collect, organize, and present complex technical data, ability to analyze and interpret pertinent data, laws,

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ordinances, and regulations; ability to communicate effectively, both verbally and in writing, and the ability to utilize the highest level of judgment and interpersonal skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, kneeling, climbing, and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; Designation as a Certified Legal Manager (CLM) from the Association of Legal Administrators preferred.

Working Environment: Working environment is primarily indoors in an office setting; requires some travel locally and occasionally out-of-state; and is subject to working more than forty (40) hours per week.

Effective date: January 6, 2021

Class Code: 2066

EEO Code: E-02

Pay Code: EX-44

Group: Cultural, Legal and Science

Series: Legal