



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Senior Assistant City Attorney – Land Use

Job Code: 403970	
Service Area: City Attorney	
Service Unit: City Attorney	
Salary Grade (Non-Union): 13	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: City Attorney	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By A. Kaur 5/23/2024 HR Review – CW, EAJ 6/6/2024 Legal Review – AK 5/23/2024	

Date Position Description Finalized

6/6/2024

Role Summary

To provide highly responsible and effective legal services within the City Attorney's Office to Service Area Administrators in several areas. To act as primary liaison to the Community Services Area Administrator and to several other City related entities as noted under essential duties.

Attorney may perform some of the following duties from a remote location, but will be required to work on-site for at least one day per week, and to also be available for additional on-site meetings as required. The number of days required to work on-site may increase.

Duties

Duties are performed under the general supervision of the City Attorney or designee and may include the following:

Essential Duties

- Serve as the principal legal contact for the Community Services Area Administrator.
- Serve as the principal legal contact for the City's Planning Commission and Zoning Board of Appeals.
- Serve as the principal liaison for Washtenaw County's Office of Community and Economic Development.
- Handle a variety of legal matters in the areas of land use, planning, zoning, urban development, historic preservation, and related matters.
- Provide legal advice in all aspects of planning and zoning, e.g. ordinance amendments, special exception uses, variances, nonconforming uses, and building code intersection.
- Manage a variety of real estate transactions including the lease, purchase and sale of real property, and public-private partnerships.
- Provide legal advice related to the development and financing of affordable housing.
- Conduct legal research and analyze relevant documents including contracts, court decisions, legal articles, code and regulations in order to provide sound legal advice to City Council and City Staff.
- Draft relevant documents, for example: development agreements, purchase or sale agreements, affordable housing agreements, easements, and leases.
- Draft and assist with the drafting of ordinances.
- Attend municipal meetings during weekday evenings, when necessary.
- Provide proactive legal advice to mitigate risk and/or avoid litigation.

Related Work

- Perform other related duties as assigned

Knowledge of: (position requirements at entry)

- Local, state, federal laws, ordinances, statutes, regulations and court decisions related to municipal government
- Michigan Home Rules Cities Act
- Michigan Open Meetings Act (OMA)
- Michigan Freedom of Information Act (FOIA)
- Michigan Zoning Enabling Act and Michigan Planning Enabling Act
- Land use and property/real estate law, including but not limited to planning, zoning, economic development, affordable housing, easements, covenants, deeds, contracts, condemnation and Michigan Building Code
- Tax Increment Financing (TIF)
- Public-Private Partnerships
- Environmental Law
- Insurance issues related to contracts
- Public Right of Way rights and control issues
- Methods and techniques of legal research
- Governmental immunity issues

Skills and Ability to:(position requirements at entry)

- Exercise sound, independent judgment within guidelines and legal parameters
- Offer sound legal advice and counsel
- Correctly interpret and apply federal, state, and local policies, laws and regulations
- Establish and maintain effective working relationships with all levels of employees, management, City Council, boards and commissions, and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise legal documents including memoranda, contracts, ordinances, pleadings, and briefs
- Perform complex legal research using a wide variety of legal research methods, including WestLaw or similar research sites
- Work independently with minimal supervision
- Work effectively under pressure and completes assigned work within tight deadlines
- Excellent time management and an ability to delegate as necessary to support staff
- Ability to prioritize responsibilities
- Work cooperatively and maintain composure with a variety of people under difficult circumstances
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint)
- Ability to learn and use various software programs for managing assignments and preparing and managing City Council agenda items.
- Ability to inspire confidence in legal analysis and advice

Equipment

Standard office equipment, PC, fax, copier, calculator, multi-line telephones, printers, scanners, cell phone, and miscellaneous office equipment.

Education, Training and Experience (position requirements at entry)

Required:

- Juris Doctor or equivalent degree from accredited law school
- Current member of Michigan State Bar Association or ability to become member
- 10-12 years of progressively responsible experience in the practice of land use and/or real estate law
- Experience with WestLaw or other similar legal research sites
- Demonstrated excellent writing skills
- Demonstrated excellent contract drafting skills
- Demonstrated ability to independently complete assignments from inception to completion

Preferred:

- Leadership position in municipal office or in law firm
- Judicial clerkship
- Excellent academic record
- Demonstrated record of public service work or volunteering
- Knowledge of the American with Disabilities Act (ADA)
- Knowledge of municipal procurement practices

Licensing Requirements (position requirements at entry)

- Licensed to practice law in the State of Michigan (or ability to obtain license in short term)

Physical Requirements

Positions in this class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions.

Move and lift light objects less than 20 pounds such as mail, files and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.