



101 Front Street
Indianola, MS 38751

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Offices 662-887-3101
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City Attorney

Job Description

The candidate under the direction of the Mayor, the City Attorney is the legal adviser and attorney for all officials, officers, and departments of the City and represents the City in litigation. Work involves drafting and reviewing ordinances, resolutions, policies and procedures, and contracts prior to consideration by the City Council to ensure compliance with state, federal, and local laws. Emphasis is placed on municipal law, civil code enforcement, land use, zoning, labor relations, and legislative interpretation. Duties include coordinating with outside counsel regarding litigation on behalf of the City, researching/preparing oral and written legal opinions for City Council, City Manager, Department Heads, staff, committees, commissions and boards, and preparing city ordinances, resolutions, contracts and other legal documents involving the City. The candidate reports to the City Council and provides legal counsel to the Mayor, the Council, Department Heads and staff. Candidate may provide coaching to improve staff performance and understanding/applying City policies and procedures.

The candidate should be able to evaluate controversial situations and present options in a clear and concise fashion. It is essential the new City Attorney holds a solid understanding of a broad array of legal matters related to labor and employee relations including union agreements, grievances, Skelly Hearings, land use and planning, water rights, public finance, personnel, public works, public contracts and bidding, as well as the drafting of ordinances and resolutions.

Job Requirements

Candidate must have a Juris Doctorate degree from an accredited law school, active membership in the State Bar of Mississippi, and 5 years increasingly responsible experience in the practice of municipal law. Candidate must have knowledge of labor relations, civil litigation, collective bargaining and municipal, state, federal and constitutional law affecting municipal government. Candidate must be skillful in managing situations requiring diplomacy, fairness, firmness and sound judgment, extensive professional legal experience, knowledge of municipal law.