

CITY ATTORNEY

DEFINITION

To represent the City in legal actions and manage the claims process; to provide legal advice and draft documents on issues related to a general law city including on the Brown Act, Public Records Act, land use, CEQA, public contracting, conflict of interests, real property, employment, finance, elections, and utilities; and to provide highly responsible and complex support to the City Council, City Boards and Commissions, and City officials and employees.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Council.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide legal advice and draft documents on issues related to a general law city including on the Brown Act, Public Records Act, land use, CEQA, public contracting, conflict of interests, real property, employment, finance, elections, utilities and related City matters.

Represent the City in legal actions and manage the claims process both against and by the City and oversee litigation.

Draft and review contracts, real property documents, resolutions, ordinances, policies and motions; respond to inquiries on various legal matters from Council or departments, either verbally or in written form.

Provide highly responsible and complex support to the City Council, City Boards and Commissions, and City officials and employees; meet with individual Council members as needed.

Develop, plan and implement City Attorney office goals and objectives; recommend and administer policies and procedures.

Attend meetings of the City Council and review all items prepared for City Council consideration before agenda material is distributed; and prepare and present staff reports.

Attend meetings of the Planning Commission and review all items prepared for Planning Commission consideration before agenda material is distributed.

Direct and oversee the development of the City Attorney's office work plan; assign work activities,

projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City Attorney's office budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the City Attorney's office.

Attend Executive Leadership Group meetings to identify legal issues proactively; have meetings with staff determining priority and timing based on meeting subject.

Provide guidance and advice on matters related to labor and employee relations, including collective bargaining agreements, grievances, Skelly Hearing and other labor relations matters.

Manage and address Police Department's Pitchess Motions and gun forfeiture cases.

Represent the City to outside groups and organizations; participate in outside community and professional groups and committees.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of a wide variety of areas related to municipal law.

Principles and practices of municipal organizational functions and operations.

Methods and procedures for drafting, reviewing and/or analyzing the legal implications of a wide variety of ordinances, resolutions, policies, procedures, complaints, and contracts and related documents.

Principles and practices of land use and planning, public finance, public works projects, public contracts, bidding and related matters.

Principles and practices of municipal labor relations processes, applicable California labor laws affecting the City and City employees, and professional human resources policies and procedures of a City government.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the City Attorney's office.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Research legal issues and apply law to situations facing the City; perceive and understand factors related to the political environment and how that might impact desired outcomes.

Communicate to City Council, City Boards and Commissions and City staff and the general public about legal principles affecting City operations; recognize when outside counsel expertise is needed.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, and project consequences of proposed actions.

Interpret and apply City policies, procedures, rules, ordinances and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience working with a governmental or City legal office; including three years of administrative and management responsibility.

Training:

Possession of a Juris Doctorate from an accredited law school.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Membership in the State Bar of California.

REVISED: FEBRUARY 2019

FLSA: EXEMPT