



May 2019
FLSA: Exempt

CITY ATTORNEY

DEFINITION

Under policy direction, provides a wide range of professional legal services, assistance, and advice to the City Council, the City Manager, all City departments, and various boards, committees, and commissions; plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Attorney's Office; represents the City in Federal and State courts and with various government agencies; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies and various public and private groups; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council within a framework of legal guidelines, broad policies, and established organizational values and processes. Exercises general supervision and direction over professional and legal support staff.

DISTINGUISHING CHARACTERISTICS

This is a Department Director classification that oversees, directs, and participates in all activities of the City Attorney's Office, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager and other departments in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of the law, public policy, and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The City Attorney serves as legal advisor and counsel for the City, is appointed by the City Council, and is responsible for the conduct of all legal functions and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Renders opinions in writing and orally for City Council, City Manager, boards, committees, commissions, and department staff regarding routine and complex matters; attends City Council, board, committee, and commission meetings as requested.
- Prepares, reviews, and assists in the negotiation of proposed agreements; prepares and reviews ordinances, resolutions, bonds and financing papers, insurance policies, deeds, pleadings, contracts, and other legal documents relating to City affairs.
- Provides highly complex and professional staff assistance to the City Council, City Manager, and other City departments.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews, and presents ordinances, resolutions, staff reports, various information updates, and reports on special projects to the City Council, City staff, and a variety of boards, committees, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal law and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Provides in-house training for the City Council, boards, committees, commissions, and staff relating to various matters.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures
- Principles and practices of leadership.
- Federal, State, and local laws statutes and ordinances with emphasis on municipal law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation for both civil and criminal matters.
- Methods of legal research, including computer research.
- Record-keeping principles and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative and professional leadership and direction for the department and the City.
- Provide sound legal advice to the City Council, boards, committees, commissions, and staff.
- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Prepare and present cases in court.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas; research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of professional and legal support personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to possession of a Juris Doctorate degree from an accredited school of law and seven (7) years of management and/or administrative experience in public agency law.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a valid California State Bar License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.