

CITY ATTORNEY

DEFINITION

To plan, organize, direct and review the activities and operations of the City Attorney's Office including civil and criminal matters; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex legal support to the City Council, boards and commissions, the City Manager and City department heads.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct supervision over assigned management, supervisory, professional, technical, and support personnel.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council, boards and commissions, the City Manager, and City department heads; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's 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 department.

Provide legal opinions to the City Council, boards and commissions, the City Manager, and department heads as requested; analyze legislation affecting the City, review proposed contracts, bond and financing documents, insurance policies and other documents; monitor and control liability claims and litigation

Prepare/review drafts and assist in negotiation of proposed agreements with the City; prepare/review ordinances, resolutions, deeds, pleadings, contracts and other legal documents; represent the City in law suits and administrative hearings and appear before courts and other administrative proceedings; prosecute for civil and criminal remedies to enforce the municipal code, abate public nuisances, recover damages to City property, and condemn property for public purposes.

Attend meetings of the City Council, Planning Commission and other boards, commissions, and committees as may be required and provide legal advice on agenda items.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

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.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of municipal law including the organization, duties, powers, limitations, and authority of City government and the City Attorney's Office.

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, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

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, and communicate through written means.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

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

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible professional legal experience in the practice of municipal or governmental law, preferably including trial experience.

AND

Training:

Equivalent to a Juris Doctorate degree from an accredited college or university.

License or Certificate

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

Membership in the State Bar of California.

08-25-12

10-01-88

07-01-79

10-30-73

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