

## **ASSISTANT CITY ATTORNEY**

Salary Range: 26 (Management Salary Schedule)

### **DEFINITION**

Under general direction of the City Attorney, assists in the administration and supervision of the City Attorney's Office; provides expert legal counsel and advice to City departments, commissions, City Council, and other boards and committees on a wide range of municipal law; researches, investigates, evaluates, and resolves a variety of complex legal matters; represents the City in litigation and proceedings before courts, boards, arbitrators, mediators, and other administrative agencies; receives and reviews claims and lawsuits against the City and recommends settlements; coordinates with outside counsel on business matters and litigation; reviews and drafts contracts, ordinances, and other documents; conducts legal research, prepares opinions, memoranda, administrative rules, policies, regulations, and other legal documents; performs other related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position class where the incumbent is fully experienced in civil and public agency law and performs complex legal work including advising departments, commissions, and the City Council on a variety of legal matters. The incumbent is expected to carry out the full realm of duties with minimal supervision, utilizing initiative, and exercising independent judgment.

### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant City Attorney receives general direction and supervision from the City Attorney, and may provide oversight and supervision to legal support staff. The Assistant City Attorney is responsible for overseeing the work of the City Attorney's Office, in the absence of the City Attorney.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

Duties may include, but are not limited to the following:

- Assists the City Attorney in managing and directing the City Attorney's Office.
- Assists in developing department goals and objectives; assists in the development and implementation of policies and procedures.
- Assists with the preparation of the City Attorney's office budget; assists in budget implementation; forecasts funds for staffing, equipment, materials, and supplies.
- Assists in developing and implementing the City Attorney's Office work plan.
- Confers with and advises City departments, the City Council, boards, and commissions concerning their duties, powers, and functions; performs legal research and investigates, evaluates, and resolves a variety of complex legal matters; prepares written and oral opinions on various legal issues for presentation to the City Council, City departments, and various boards and commissions.
- Provides legal support to City departments; prepares drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; reviews joint agency agreements, mutual aid agreements, grants, and various competitive bid

documents; provides opinions as to the legal acceptability of agreements, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.

- Represents the City in litigation, or coordinates outside litigation counsel and supervises related activities; investigates claims and complaints against the City and takes or recommends appropriate action.
- Makes initial decisions concerning advisability to prosecute, compromise, or dismiss civil or criminal actions.
- Assists in or prepares cases including those related to the Municipal Code for hearings, trials, and other judicial proceedings; represents the City in such proceedings.
- Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements.
- Represents the City Attorney at various City Council, board and commission meetings and in court as directed.
- Confers with and advises City departments in establishing policies by applying legal points and procedures; recommends changes in policies and procedures to meet current legal requirements.
- Prepares and presents training to City departments related to a variety of enforcement issues, public records access, employment law, and other legal matters.
- Responds to requests for information from the general public, City staff, outside agencies, and other interested parties; researches requested information.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Serves as the City Attorney as required.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Advanced principles and procedures of civil law, particularly as they are related to municipal government, including civil and administrative procedures.
- Principles and practices of municipal law, including land use, CEQA, public contracting, personnel, labor, and tort law.
- Responsibilities and obligations of public officials and administrative agencies, including conflicts of interest, the Brown Act, and the Public Records Act.
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, training, and supervision.
- Principles, methods and practices of legal research.
- Statutes and court decisions relating to municipal corporations.
- Principles and practices of policy development and implementation.
- Judicial procedures and rules of evidence.
- State and federal laws and constitutional provisions affecting municipal operations.

- Municipal government organization, structure, and functional responsibilities, including powers and limitations of City government.
- Organization, authority, and operating procedures of a City Attorney's Office.

**Ability to:**

- Assist the City Attorney in managing and directing the operations of the City Attorney's Office.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Supervise, hire, train, and evaluate professional, technical, and administrative staff.
- Interpret and apply City and Department policies, procedures, rules, and regulations.
- Learn ordinances, statutes, and court decisions relating to municipal corporations.
- Learn modern and highly complex principles and practices of municipal law.
- Learn organization, procedures, duties, powers, limitations, and authority of the City Attorney's office, City government, and other public agencies.
- Learn established precedent and sources of legal reference applicable to municipal and local agency activities.
- Represent the City in a wide variety of judicial and administrative proceedings.
- Establish precedents and sources of legal reference applicable to municipal activities.
- Prepare clear and concise documents including correspondence, memoranda, contracts, ordinances, and resolutions.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain cooperative working relationship with the general public, staff, committee members, and public officials.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and prepare a wide variety of legal documents and court cases.
- Organize, interpret, and apply legal principles and knowledge of legal problems; effectively apply legal knowledge and principles in court.
- Present statements of law, fact, and argument clearly, logically, and effectively.
- Represent the City in a wide variety of judicial and administrative proceedings.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

**Minimum Qualifications**

*Any combination of education and experience that provides the knowledge, skills, and abilities may be qualifying. A typical way of gaining the knowledge and skills outlined above is:*

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree and five (5) years of increasingly responsible experience as an attorney in the practice of civil or municipal law.

**GENERAL QUALIFICATIONS****License Requirements:**

- Active membership, in good standing, in the State Bar of California.
- A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements**

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

**Working Conditions**

Employees may interact with members of the public in interpreting and enforcing City policies and procedures. The incumbent may be required to work various shifts on evenings, weekends, and holidays.

**FLSA: E**

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

*Adopted: April 2017*