

ASSISTANT CITY ATTORNEY

DEFINITION

To assist the City Attorney in managing and directing operations of the City Attorney's Office; to plan, organize and direct the activities of the department; and to provide highly complex staff assistance to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next higher classification of the City Attorney in that the latter has overall responsibility for the City Attorney's Office. This is an unclassified position in which the incumbent serves at the will of the City Attorney.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Attorney.

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

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

Assist the City Attorney in managing and directing the activities of the City Attorney's Office.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Develop and implement the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the City Attorney's Office budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Perform legal research and prepare written and oral opinions on various legal problems and questions for the City Council, boards and commissions, and City departments.

Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; provide opinions as to the legal acceptability of agreements, contracts, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.

Confer with and advise City departments in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures to meet current legal requirements.

Represent the City and/or oversee related activities related to litigation; manage special outside counsel in the conduct of litigation and other matters as directed by the City Attorney.

Investigate claims and complaints against the City and take or recommend appropriate action.

Assist in or prepare cases for hearings, trials, and other judicial and/or administrative proceedings; represent the City in related proceedings.

Represent the City Attorney at various City Council, board and commission meetings, and in court, as directed by the City Attorney.

Serve as Acting City Attorney as required.

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

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures, principles and practices of municipal law.

Methods of legal research; judicial procedures and rules of evidence.

Statutes and court decisions relating to civil rights and public sector labor law.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization, duties, powers, limitations and authority of City government and the City Attorney's Office.

Principles and practices of policy development and implementation.

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

Budgeting procedures and techniques.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Modern office procedures, methods and computer equipment.

Ability to:

Assist the City Attorney in managing and directing operations of the City Attorney's Office.

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

Represent the City in a wide variety of judicial and administrative proceedings.

Interpret and apply legal principles and knowledge of complex legal issues; effectively apply legal knowledge and principles in court.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain department policies and procedures.

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

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

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:

Six years of increasingly responsible experience in municipal law including two years of management responsibility.

AND

Training:

Equivalent to a Juris Doctorate from an American Bar Association accredited law school.

License or Certificate

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

Active membership, in good standing, in the State Bar of California.

08-25-12

03-17-07      Assistant City Attorney