

## **CITY ATTORNEY**

### **Definition**

To act as legal advisor to and counsel for the City Council, Mayor, City Manager and City departments; and to represent the City in litigations.

### **Supervision Received and Exercised**

Administrative direction is provided by the City Manager. Responsibilities include direction and supervision over professional and clerical staff assigned to the City Attorney's Office.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Render legal opinions to the City Council, Mayor, City Manager and department heads and staff as requested; analyze legislation affecting the City; review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City; coordinate as needed with special counsel on such areas as public liability, workers compensation, and condemnation; attend meetings of the City Council, Planning Commission and other boards, commissions and committees as may be required, and render legal advice on agenda items; respond to public inquiries on various legal procedural and jurisdiction questions, advising on processes or referring to others as appropriate; prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts and other legal documents; appear before courts and administrative proceedings to represent the City's interest as required; prosecute for civil remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, condemn property for public purpose and other matters; prepare and administer the department budget; coordinate legal activities with other City departments and divisions, and with outside agencies; select, supervise, train and evaluate staff; perform related duties as assigned.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Eight years of progressively responsible professional experience in municipal or other government law including some trial experience.

*Education:* A Juris Doctor degree from an accredited law school is desirable.

**License or Certificate**

Membership in the State Bar of California.