

DEFINITION:

Under administrative direction performs legal and administrative work and is responsible for providing legal services to the City Council, City Manager, and all other City departments, boards and commission. The City Attorney participates in the preparation and presentation of cases and the rendering of legal opinions. The City Attorney is appointed by and is responsible to the City Council.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the City Attorney include, but are not limited to, the following:

1. Advises the City Council, City Manager, City departments, and City boards and commissions relative to legal matters after math the City.

Measures: Timely, accurate advice.

2. Researches and provides legal opinions to City officials, departments, boards, and commissions.

Measures: Timely, accurate opinion.

3. Attends various board, commission, and City Council meetings to advise on legal problems and questions.

Measures: Timely, accurate advice.

4. Drafts ordinances, resolutions, contracts, leases, and other legal documents.

Measures: Timely and accurate.

5. Prosecutes violators of City ordinances and represents the City in actions of law, including condemnation trial work.

Measures: Success rate.

6. Supervises the retention and work of legal specialists for the City in unusually complex cases.

Measures: Cost control; timely and useful work.

7. Answers communications from the public relative to legal matters effecting the City.
Measures: Timely, accurate, tactful.
8. Prepares the annual budget for the legal department.
Measures: Judicious use of City assets, effective fiscal management.
9. Supervises the maintenance of proper records and reference facilities for the department.
Measures: Records control and disposal.
10. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

General Municipal, State, and Federal laws and City Ordinances effecting City government; particularly those relating to the authority and functions of City departments; thorough knowledge of the methods of legal research; thorough knowledge of established precedents and sources of legal reference applicable to City activities.

Ability to:

Interact effectively with the public and employees. Prepare and try cases; organize, interpret, and apply legal principles and knowledge in complex legal problems; express oneself clearly and concisely, both orally and in writing; plan, delegate and supervise the work of professional and clerical assistants; cooperate and work effectively with City officials and officials of other governmental bodies.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include possession of a Juris Doctorate Degree, or equivalent from a school of law accredited by the American Bar Association.

Experience:

Typical experience would include ten years of relevant experience in the practice of law; four to five years of municipal-law experience.

Special Requirements:

Member of the State Bar of California.

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.