



Department:	City Attorney
Bargaining Unit:	Executive Management
Salary Range:	X76
Last Revision:	July 1991

CITY ATTORNEY

DEFINITION

To act as legal advisor and counsel for the City Council, City Manager and City departments; to represent the City in litigation; to coordinate activities with other departments; and to provide highly complex staff assistance to the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES - Responsibilities and duties may include, but are not limited to, the following:

Render legal opinions to the City Council, City boards and commissions, City Manager and department staff as required; analyze legislation affecting the City.

Review proposed contracts, bond and financing papers, insurance policies, leases and other documents affecting the City.

Represent the City in civil litigation; review and recommend actions on claims against the City.

Attend meetings of the City Council, commissions, and committees as may be required, and render legal advice on agenda items.

Prepare and review resolutions and ordinances; complete major revisions to the municipal code as necessary.

Prepare or review leases and assist in the negotiation of proposed agreements; prepare or review contracts and other legal documents.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of municipal law.

Methods of public agency administration.

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

Legal principles and practices, including civil, constitutional, and administrative law and procedure.

Ordinances, statutes, and court decisions relating to municipal government.

Methods of legal research.

Ability to:

Present statements of law, fact and argument clearly and logically.

Prepare and present difficult cases in court.

Communicate effectively, both orally and in writing.

Conduct research on complex legal problems and prepare sound legal opinions.

Properly interpret and render decisions in accordance with laws, regulations, and policies.

Draft legal documents such as ordinances, resolutions, statutes, and contracts.

Establish and maintain cooperative working relationship with the general public, staff, committee members, and public officials.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge abilities would be:

Experience:

Three (3) years of responsible experience as a practicing attorney, at least one year of which involved municipal or other government law practice including trial experience.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

License or Certificate

Current membership in the State Bar of California.

Effective Date: July 1, 1991