CITY ATTORNEY

DEFINITION
Under general direction, provides legal counsel to City departments and elected officials; Directs Legal staff and outside counsel engaged in the provision of legal advice to protect the interests of the City.

TASKS
- Provides legal advice, assistance and counsel to City departments;
- Reviews and approves the formal performance evaluation of assigned department staff;
- Interprets rules, laws and regulations and provides legal advice to City Administration, Mayor and City Council;
- Responsible for providing guidance and leadership to City attorneys and support staff;
- Oversees cases assigned to outside counsel.
- Prepares, reviews and approves reports and recommendations for Council agenda and attends Council meetings;
- Represents the City in court and other legal proceedings;
- Conducts research and prepares legal opinions in response to questions and issues facing the City;
- Responds to public and media inquiries and complaints;
- Reviews legal publications and participates in continuing education activities and courses.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state, and Federal statutes, rules, ordinances, codes and regulations governing municipal law, judicial procedures, rules of evidence and methods of legal research, and of various City and Department policies and procedures
- Skilled in understanding and interpreting laws, regulations, policies, procedures, and guidelines, preparing court documents and legal opinions, gathering, analyzing and organizing facts and evidence, managing, delegating, and evaluating work of staff, and in providing and following oral and written instructions;
- Ability to establish and maintain productive working relationships with all levels of staff, and to effectively communicate verbally and in writing;
- Proficient in the use of a personal computer to include electronic devices and related software packages.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbent may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Juris Doctor degree from an accredited college or university AND three (3) years practicing law and managing professional and administrative support in municipal legal setting to include seven years of managing work activities of attorneys and other legal staff. Must possess at the time of application and maintain a valid license from the State Bar of California and a valid California Driver’s License.