



JOB DESCRIPTION

City Attorney

Date Prepared: March 2014

Class Code: 1110

SUMMARY: Under policy direction, directs and administers the operations of the City Attorney's Office; acts as the legal representative for all elected and appointed officials and City departments; provides the City Council and City Administrator with the legal advice and legal documents necessary to ensure that policy and objectives are compliant with State, Local and Federal law.

CLASS CHARACTERISTICS

This single position class is appointed by and serves at the pleasure of the City Council. The City Attorney manages all City legal activities, including civil litigation, whether performed by in-house staff or outside counsel. The incumbent is responsible for personally handling sensitive and complex legal matters and rendering advice and options to the City Council, Boards and Commissions, the City Administrator and others.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the City Attorney's Office through effective planning and fiscal management; provides leadership, direction and guidance in legal strategies and priorities.
- Evaluates and analyzes issues, and recommends and implements solutions regarding the legal implications of all City operations.
- Monitors and assures legal documents, activities and procedures are compliant with all laws, ordinances, policies, and regulations.
- Provides legal counsel and services to City boards, commissions, the City Council and City departments.
- Plans, organizes, administers, reviews and evaluates the activities of professional staff in managing the operation and legal services of the City Attorney's office; participates as a member of the City's executive team; assists the Council and staff to achieve their objectives.
- Reviews the legal sufficiency of all documents in the City, including ordinances, resolutions, contracts and other legal documents as to form.
- Directs the selection, supervision and work evaluation of department personnel; provides for staff training and professional development.
- Monitors developments, including proposed legislation and court decisions related to municipal law and activities; and evaluates their impact upon City operations.
- Confers with and/or supervises special counsel as needed.
- Attends City Council and other commission meetings as required.
- Coordinate City Attorney functions with other departments and outside agencies and organizations.
- Appear before courts and administrative proceedings to represent the City's interest as required.
- Develops a working knowledge of the specialized work performed by outside counsel on matters such as electrical power generation and transmission.
- Ensures absolute confidentiality of work-related issues, and City information; assures compliance with the standards of the Public Records Act.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Juris Doctorate Degree from an accredited law school, and seven years of increasingly responsible professional experience in municipal or other government law, including trial experience and experience with utilities, land use, public financing, contracts, personnel and labor relations.

Knowledge of:

- City organization, operations, policies and procedures.
- Thorough knowledge of California municipal and administrative law and procedures.
- Applicable state and federal statutes, rules, codes and regulations.
- Principles and methods of legal research and investigations.
- Legal, ethical and professional rules of conduct for public sector employees
- Judicial procedures and the rules of evidence; the pleading and practice of effective presentation of court cases.

Skill in:

- Interpreting and applying local, state and federal laws and constitutional provisions affecting municipal operations.
- Presenting legal issues and analysis in a manner that can be understood and used by non-lawyers.
- Communicating effectively, both orally and in writing.
- Assuring the City's compliance with all laws, regulations, and rules.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining effective working relationships with other City employees, public officials, government agency representatives, and the public.
- Defining issues, performing legal research, and analyzing problems.
- Evaluating alternatives and making sound recommendations; present statements of fact, law and argument clearly and logically.
- Exercising sound judgment within general policy guidelines and legal parameters.
- Representing the City effectively in hearings, courts of law and in meetings with others.
- Investigating, analyzing and resolving complex and sensitive issues and complaints.
- Exercising controlled discretion and mediating difficult situations.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

Active membership in the California State Bar Association.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.