

# **CITY OF REDWOOD CITY ASSISTANT CITY ATTORNEY**

## **DEFINITION**

Under general direction of the City Attorney, assists in administering all phases of City legal work. Performs specialized and complex legal work in connection with more significant legal problems or in a critical specialty area. Assists in the legal representation of the City Council, its Agencies, Boards and Commissions, the City Manager and City departments. Performs related work as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the City Attorney.

May have direct and/or indirect supervision of City Attorney staff as well as outside counsel.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Act as senior counsel in handling serious, controversial and complex legal matters.
2. Assign legal work to staff and reviews for technical accuracy and completeness.
3. Represent the City Attorney at City Council and other board, commission, or committee meetings and/or events as required, and render legal advice on agenda items.
4. Confer with department heads concerning legal issues; make appropriate decisions or recommendations.
5. Research legal problems and prepare opinions, ordinances, resolutions, contract, leases and permits and other legal documents.
6. Prepare or review drafts and assists in the negotiations of proposed agreements.
7. Coordinate City activities with other governmental agencies and outside organizations.
8. Appear before courts and administrative bodies to represent the City's interest as required.

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**ASSISTANT CITY ATTORNEY (Continued)**

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9. Monitor development, including proposed legislation and court decisions related to municipal law and activities, and evaluate their impact to the City.
10. Participate in the supervision, training, and evaluation of City Attorney staff.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Civil and administrative procedure.

Pleadings and practices and effective techniques in the presentation of court cases.

Procedures of civil law with an emphasis on municipal government.

Principles, methods and practices of legal investigations.

Judicial procedures and the rules of evidence.

Methods of legal research.

Applicable federal and state laws, rules, and regulations affecting local government operations, including land use, redevelopment, environmental, real estate, and employment and labor relations.

Principles and practices of effective management and supervision.

**Ability to:**

Apply legal principles and precedents to difficult legal issues.

Analyze, interpret, summarize, and present administrative and legal information and data in an effective manner.

Analyze complex information, identify problems, examine alternatives, reason logically, and recommend action.

Communicate clearly and concisely, both orally and in writing; make effective court and hearing presentations.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

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Deliver quality and timely customer service.

Maintain confidentiality.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of progressively responsible law experience as a practicing attorney in the State of California. Experience in a municipal government setting with extensive litigation is desirable.

**Training:**

Equivalent to a Juris Doctor from an American Bar Association accredited law school.

**License or Certificates:**

Must be a current member in good standing with the State Bar of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment.

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. OAE
3. OAE
4. SDE
5. MAE
6. OAE
7. MWE
8. OME
9. OME
10. OAE
11. SAE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** June, 2001

**Bargaining Group:** Executive Management