

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

CLASS TITLE: CITY ATTORNEY
DEPARTMENT: CITY ATTORNEY'S OFFICE
REPORTS TO: City Council

CLASS CODE:
FLSA STATUS: EXEMPT
EMPLOYEE GROUP: N/B – EXEC.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

This is an exempt classification appointed by the City Council which functions under the direction of the City Council and works closely with the City Manager.

JOB SUMMARY

Reports to the City Council and performs a variety of complex executive, administrative, supervisory and professional work in planning, coordinating and directing the activities of the City's Attorney's Office; provides legal advice to City Council appointed commissions and boards, and other appointed officials of the City. Defends the City in litigation and/or oversee and coordinate outside counsel contracted to defend the City in litigation. Coordinates assigned activities with other City departments and outside agencies; provide highly responsible and complex legal advice and support to the City Manager's Office; and is a member of the City Manager's executive team. This is a Fair Labor Standards Act (FLSA) exempt classification.

DISTINGUISHING CHARACTERISTICS

This is an at-will executive classification. The incumbent serves at the pleasure of the City Council. The incumbent has overall management responsibility for providing complex legal advice and counsel, and directs the activities including representing the City in Court and other type hearing procedures.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

- Plan, organize, direct, coordinate, organize, supervise and evaluate the operations, functions and personnel of the department.
- Provide legal counsel to the City Council, City Manager, city staff, commission, committees, and officials in all legal matters pertaining to city business.
- Oversee all legal matters related to insurance, liability claims, or other risk management matters.
- Coordinate and oversee all contracts for legal services on behalf of the City, Administrative Agencies, boards and commissions.
- Obtain necessary outside certification needed to defend risk liability claims, i.e., ABAG.
- Draft and review legal documents, petitions, contracts, leases, resolutions, and ordinances.
- Represent and appear for the City and its officers in legal proceedings including trial and appellate courts and supervises special legal counsel retained to represent the City's interests in such proceedings..
- Represent the City before public bodies such as LAFCO, State Legislature, and Board of Supervisors.
- Conduct legislative review in coordination with other staff members and the City Council.
- Prosecute and defend all suits or actions to which the City may be a party.
- Advise when to prosecute, compromise, or dismiss civil litigation.
- Perform legal research as required and prepare opinions on various legal concerns for the City Council, City Departments, City appointed commissions and boards.

- Examine and analyze court decisions and legislation to determine their affect and impact on municipal affairs.
- Prepare cases for administrative hearings and represent the City in such hearings.
- Prosecute misdemeanor and infraction violations of City ordinances and criminal appeals.
- Attend conferences, trainings and meetings to keep abreast of current trends in the field, represent the City and City Attorney's Office in a variety of local, county, state and other meetings.
- Consult with the City Manager on personnel assignments within the Department.
- Advise the City Manager and/or other staff members on matters of particular difficulty or sensitivity.
- Act as liaison with the District Attorney and County Counsel on matters of joint interest and with outside counsel on civil matters.
- Regularly attend City Council meetings.
- Upon request by the City Council and or the City Manager may periodically attend Planning Commission, Rent Board Stabilization and other City Council appointed commissions and board meetings as deemed appropriate.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Organization, duties, powers, limitations, and authority of public corporations such as: city government, special districts, joint powers of authorities, etc., and the City Attorney's Office.
- California and Federal codes and knowledge of the legal principles and practices concerning civil, criminal, constitutional, and administrative law and procedure.
- California Brown Act and related open meeting requirements.
- California Fair Political Practices requirements including conflict of interest rules.
- Insurance administration including worker's compensation and disability claims.
- Employment law and current practices.
- Legal office administration, procedures, terminology, and document, including command of the English language, grammar, spelling and punctuation.
- Judicial procedures and rules of evidence.
- Customer Service practices.
- Principles and practices of managing and supervising employees.
- Budgetary principles and practices.
- Applicable federal, state, and local ordinances, laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.
- Recordkeeping, report preparation, filing methods and records management/retention techniques.
- Departmental rules and procedures.
- California Land Use laws and regulations.
- Environmental laws and regulations, i.e., CEQA, NEPA, etc.

Skills

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Preparing clear and concise reports, correspondence and other written materials.
- Public speaking in the judicial arena.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Analyzing and resolving office administrative situations and problems.

- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating clearly and effectively, both orally and in writing.

Abilities

- Ability to establish and maintain effective working relationships with City Officials, Court Officials, and the general public.
- Ability to win the confidence and cooperation of others.
- Ability to read and comprehend and interpret statutory and case laws.
- Ability to train and supervise subordinate personnel.
- Ability to perform effectively in a court or hearing procedure.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Ability to write reports, correspondence and procedure manuals.
- Ability to review and correct subordinates' written reports for clarity.
- Ability to speak effectively before groups.
- Ability to analyze situations effectively and adopt or recommend appropriate course of action.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to coach and counsel City Council, City Staff, City appointed commissions and boards.
- Ability to promote teamwork among staff.
- Ability to maintain discipline and the respect of subordinates and to lead and direct effectively.
- Ability to perform the essential functions of the classification.
- Ability to perform duties for periods longer than the normal eight-hour work day, or more than five days per week, or both when necessary.
- Ability to pass a comprehensive background investigation, DOJ/FBI fingerprint clearance, and drug screening examination.
- Ability to effectively supervise subordinates.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Juris Doctor Degree from an accredited law school.

Experience:

Seven (7) years of legal experience in local or state government.

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record.
- Current and active membership in the California State Bar Association.

DESIRED QUALIFICATIONS

N/A

MATERIAL AND EQUIPMENT USED

General office equipment, computer, printer, vehicle, regular/cell telephone, pager.

PHYSICAL REQUIREMENTS

While performing the essential functions of this classification the employee is frequently required to stand, walk, and sit; reach with hands and arms, hold or otherwise work with hands; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 25 pounds, climb flights of stairs;

WORKING CONDITIONS

While performing the essential functions of this classification the employee is generally in an office setting; working conditions are typically quiet, but may be loud at times. Working time may require irregular hours.

LIMITATIONS

1. A personal legal service for city officials or employees is prohibited unless such service is related to their official city function.
2. No outside practice shall be permitted without specific approval of the City Council.

NOTE: Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Classification Specification\City Attorney
Established: July 1, 2004
Revised:

City of East Palo Alto Job Descriptions:
City Attorney