

CITY ATTORNEY

Class Definition

Under the provisions of the Municipal Charter and within the general policy established by the City Council, serves as the chief legal advisor to the city government and is the administrative head of the office of the City Attorney.

Distinguishing Characteristics

The City Attorney is the chief legal advisor of the City responsible for providing comprehensive legal services in the enforcement and administration of the provisions of the City Charter and of the laws and ordinances governing the City; coordinates and directs through his assistants, all the legal activities on behalf of the City Departments; and maintains effective management of the legal affairs of the City. The City Attorney is appointed by, receives instructions from, presents recommendations to, and is directly responsible to the City Council for all legal matters pertaining to the administration and operation of the City government.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Performs the duties specified by Section 803 of the City Charter.

Directs and supervises the administration of the programs, policies, and procedures of the City Attorney's Office.

Directs the preparation and administration of codes, ordinances, resolutions, contracts, deeds, leases, and other legal documents.

Supervises professional staff in the preparation of civil cases for trial, and in the investigation of claims and complaints for or against the City.

Provides legal opinions to the City Council, boards, commissions, offices, and departments.

Secures specialized legal services as deemed necessary for cases in which the City may be involved.

Initiates tax and ordinance compliance proceedings in court; oversees preparation of all the required instruments and the proper execution of all procedures for acquiring, managing, and disposing of property by the City.

Reports to and advises the City Council on legal issues affecting local government; presents recommended solutions and alternatives.

Prepares bills for enactment at the State Capitol in matters of interest to the City; attends legislative sessions to represent

and promote the interest of the City before committees and legislative representatives.

Directs the preparation of the budget requests for the Attorney's Department and administers approved budget.

Attends various community, commission and council meetings as required, and provides professional legal support relative to their respective programs.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge, understanding, and ability in the field of local government law.

Extensive knowledge and understanding of city ordinances and charter provisions, state and federal statutes, state and federal constitutional provisions, and state and federal judicial decisions.

Extensive knowledge and understanding of administrative, legislative, and judicial procedures, including rules of pleading, evidence, and practice.

Thorough knowledge of the methods of legal research, and ability to apply legal knowledge to varied fact situations.

Thorough knowledge, ability, and skill in the preparation and presentation of varied and complex cases before county, state, and federal trial and appellate courts, and administrative and legislative bodies.

Ability and skill in the analysis and preparation of widely varied and complex technical and legal documents.

Ability to express self clearly and concisely, orally and in writing.

Ability to understand varied and complex non-legal subjects.

Ability to supervise the work of professional associates and paralegals.

Ability to deal diplomatically and effectively with public officials, fellow employees, and the public.

Skill in conducting research on varied and complex technical and legal problems, and in preparing sound reports and legal opinions.

Skill in analyzing non-legal problems, and in relating non-legal subjects and problems to applicable law.

Minimum Qualifications

Duly licensed as an attorney-at-law under the laws of the State of California with at least five years of experience in the practice of law. Local government law experience is preferable.

Necessary Special Requirement

Admission to practice law in the State of California.

APPROVED: _____

Director of Personnel

DATE: _____

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