

# **CITY OF REDWOOD CITY DEPUTY CITY ATTORNEY**

## **DEFINITION**

Under general direction of the City Attorney, provides a wide range of professional legal services to City departments, various boards and commissions, and City Council. Performs related work as assigned.

## **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the City Attorney. Functional supervision may be provided by the Assistant City Attorney.

May exercise technical or functional supervision to administrative support staff.

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

1. Under direction of City Attorney, as staff counsel in City legal matters.
2. Represent the City Attorney at board, commission, or committee meetings and/or events as required, and render legal advice on agenda items.
3. Confer with department heads concerning legal issues; make appropriate decisions or recommendations.
4. Research legal problems and prepare opinions, ordinances, resolutions, contract, leases and permits and other legal documents.
5. Prepare or review drafts and assists in the negotiations of proposed agreements.
6. Coordinate City activities with other governmental agencies and outside organizations.
7. Appear before courts and administrative bodies to represent the City's interest as required.
8. Monitor development, including proposed legislation and court decisions related to municipal law and activities, and evaluate their impact to the City.

## **OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Civil and administrative law and procedures.

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.

Principles and practices of effective supervision.

**Ability to:**

Apply legal principles and precedents to legal issues.

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

Conduct research on complex legal problems and prepare sound legal opinions.

Review and prepare routine legal documents.

Perform basic legal work using independent judgment.

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

Supervise and coordinate staff work and services.

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

Deliver quality and timely customer service.

**CITY OF REDWOOD CITY  
DEPUTY CITY ATTORNEY (*Continued*)**

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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:**

Two years of experience as a practicing attorney in the State of California. Experience in a municipal government setting 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.

ADA  
DOCUMENTATION OF ESSENTIAL DUTIES

1. SDE
2. OAE
3. OAE
4. MAE
5. OAE
6. MWE
7. OME
8. OME
9. OAE
10. 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:** February, 2011

**Bargaining Group:** Executive Management/Confidential