

CITY OF REDWOOD CITY CITY ATTORNEY

DEFINITION

Under policy direction acts as the Chief Legal Officer of the City and is responsible for all aspects of the City's legal work, whether performed by professional staff or outside counsel. Acts as the legal representative and advisor to the City Council, its Agencies, Boards and Commissions, the City Manager and City departments. Plans, organizes and directs activities of the City Attorney's Office and performs related work as assigned. Appointed by, and serves at the pleasure, of the City Council.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the City Council.

Responsibilities include direct and indirect supervision of the City Attorney department staff as well as outside counsel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Supervise the managing and defense of all litigation involving the City.
2. Evaluate all claims filed against the City and recommends action on such claims.
3. Attend and represent the City at City Council and other board, commission, or committee meetings and/or events as required, and renders legal advice on agenda items.
4. Confer with department heads concerning legal issues; makes appropriate decisions or recommendations.
5. Review the legal sufficiency of all documents in the City, including ordinances and contracts.
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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CITY ATTORNEY (*Continued*)**

9. Monitor development, including proposed legislation and court decisions related to municipal law and activities, and evaluate their impact to the City.
10. Plan, organize, administer, review, and evaluate the activities of the professional, support, and contract staff; select staff and provide for training and professional development.
11. Develop and direct the implementation of goals, objectives, policies, procedures, budget, and work standards for the City Attorney Office.

OTHER JOB RELATED DUTIES

1. Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of municipal administrative methods and procedures, organizations, and functions.

Principles and procedures of civil law; emphasis on municipal government.

Principles, methods and practices of legal investigations; judicial procedures and the rules of evidence.

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, including set goals, budgets, selecting staff, training, work standards, evaluation, and discipline.

Ability to:

Provide effective leadership and coordinate the legal activities of a large, full service, municipal organization.

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

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

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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.

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:

Seven years experience practicing law with at least five years of substantial municipal law in the State of California. Two years experience in a lead or supervisory capacity within a City Attorney or County Counsel office.

Training:

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

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License or Certificate:

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. SDE
5. MAE
6. OAE
7. MWE
8. OME
9. OME
10. OAE
11. SAE

DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES

Time Spent:

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

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

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

Effective Date: June, 2001

Bargaining Group: Executive Management