

CITY ATTORNEY
(UNCLASSIFIED)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under administrative direction of the City Council, to plan, organize, and direct the legal services for legislative and administrative officials of the municipality, the Community Development Commission and the Harbor District; and to do other work as required.

EXAMPLES OF DUTIES – *Examples of duties performed by incumbents in the class may not include all required duties. The class specification is intended to present a descriptive list of the range of duties performed by the incumbent.*

As the chief legal advisor of the City, represents and advises the City Council, the City Manager and other administrative officials, and various boards and commissions in all matters of law pertaining to their offices; attends meetings of the City Council, Community Development Commission, Harbor Board and conferences with the City Manager or other officers and renders oral advice or written opinions on legal and administrative questions; assigns, supervises, and reviews the preparation of proposed ordinances, resolutions, contracts, leases, and other legal documents and instruments; directs and advises on prosecution of criminal violations of City ordinances and misdemeanor violations of State law; supervises and assists professional assistants in the preparation of pleadings, briefs, and other legal documents relating to actions and proceedings in which the City is concerned or is a party; tries the more complex and important cases before higher courts; maintains and enforces departmental rules, regulations, and procedures consistent with administrative policies and procedures established by the City Manager; prepares departmental budget and related fiscal and personnel matters for submission to the City Council.

CLASS CHARACTERISTICS

The City Attorney is appointed by and serves at the pleasure of the City Council. This is a full-time position.

MINIMUM QUALIFICATIONS

Knowledge of:

- The principles and procedures of civil law, especially as they relate to municipal government;
- The principles, methods, and practices of legal research;
- Judicial procedures and the rules of evidence;

- Local ordinances and of State and Federal laws and constitutional provisions affecting municipal operation; and
- Municipal government structure and operations and the relationships to other public jurisdictions and the general public.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents concerned in cases and skill in court presentation and other hearings;
- Plan, organize and direct the work of professional, paraprofessional and clerical staff;
- Speak and write effectively; and
- Establish and maintain effective working relationships with employees, governmental officials, community representatives and the public.

****SUGGESTED EMPLOYMENT STANDARDS**

The City Attorney must be an active member of the State Bar of California and shall have been in actual practice of law in the State for a period of at least five years immediately preceding appointment. Municipal legal experience is preferred.

****SUGGESTED EMPLOYMENT STANDARDS** are a guide for determining the education, training, experience, special skills, and/or licenses which may be required for employment in the class. These are re-evaluated each time a recruitment is conducted.