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City of Alameda  
Code No. 1015  
Approved by C.S.B.  
July 3, 2002

**ASSISTANT CITY ATTORNEY I**

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**DEFINITION**

Under general direction assists in administering all phases of City legal work, including supervision of assigned staff and functions; performs specialized and complex legal work in connection with significant legal issues or critical areas; performs other related work as required.

**DISTINGUISHING FEATURES**

This is a senior level classification in the attorney series. Work in the class is distinguished from that of lower level classes by the full level of supervisory, managerial and administrative responsibilities performed in addition to regularly assigned attorney duties.

**EXAMPLES OF DUTIES**

1. Directs specified program area activities of the City Attorney's Office; assigns legal work to subordinate staff and reviews for technical accuracy and completeness.
2. Represents the City and its officers and employees in litigation as necessary, including preparation of pleadings, briefs, motions and other documents; appears before federal and state courts and administrative agencies.
3. Negotiates and drafts and/or approves complex and routine ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
4. Performs legal research and prepares complex and routine opinions considering the actions, powers, duties, functions and obligations of the City Council, City officials, City departments and various agencies, boards and commissions.
5. Provides legal assistance to various agencies or boards.
6. Acts as senior counsel in handling serious, controversial and complex legal matters.
7. Drafts and/or reviews complex and routine ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
8. Confers with and renders assistance to department heads in establishing departmental policies by applying legal points and procedures; recommends changes in policies and procedures to meet legal requirements.
9. Assists in or prepares cases for administrative and judicial hearings and represents the City in such hearings.
10. Represents the City Attorney at various City Council, board and commissions meetings and in court as assigned.
11. Responds to citizen complaints and requests for information.
12. Serves as Acting Department Head as required.
13. Assists in budget preparation and administration as assigned.
14. Participates in the supervision, training and evaluation of the City Attorney's staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Juris Doctor degree from an accredited law school.

Experience: Four years of progressively responsible municipal governmental law experience as a practicing attorney in California including substantial experience in a lead or supervisory capacity.

Knowledge

Knowledge of legal principles and practices including civil, criminal and administrative laws and procedures; judicial procedures and rules of evidence; methods of administrative laws and procedures; judicial procedures and rules of evidence; methods of legal research; law and practices related to municipal government; principles and practices of public administration.

Ability

Ability to effectively perform and administer all phases of City legal work; analyze, appraise, and apply legal principles and precedents to difficult legal problems; conduct legal research, prepare sound legal opinions and a variety of legal documents; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; establish and maintain effective working relationships with employees, public officials, community organizations and the general public; assist in budget preparation and administration; supervise, train and evaluate assigned staff.

Other Requirements

Membership in the State Bar of California.

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.