

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1013
Approved by C.S.B.
April 18, 2012

ASSISTANT CITY ATTORNEY II

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DEFINITION

Under general direction assists the City Attorney as legal counsel for the City, and in administering all phases of City legal work; performs specialized and complex legal work in connection with significant legal issues or critical specialty areas; performs other related work as required.

DISTINGUISHING FEATURES

This classification is established above other attorney classification series, providing for an elevated level of decision making associated with complex and specialized legal services, requiring expertise and in-depth knowledge in areas such as litigation and claims liability, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, state and federal law pertaining to public utility law, redevelopment law, federal law and regulations pertaining to development of former military bases, and /or risk management. Work may involve assigning, supervising and reviewing the work of subordinate attorneys.

EXAMPLES OF DUTIES

1. Acts as principal counsel in specialized legal matters such as those pertaining to litigation and claims liability, human resources, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, public utilities, redevelopment, development of former military bases, and /or risk management.
2. Directs specified program area activities of the City Attorney's Office.
3. 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.
4. Negotiates and drafts and/or approves complex and routine ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
5. 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.
6. Provides legal assistance to various agencies or boards
7. 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.
8. Assists in or prepares cases for administrative and judicial hearings and represents the City in such hearings.
9. Coordinates and supervises the work of outside counsel engaged by the City for special legal issues and litigation matters.
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 City Attorney as required.
13. Assists in budget preparation and administration as assigned.
14. Supervises, trains and evaluates assigned staff attorneys and support staff.

EMPLOYMENT STANDARDS

Education/Experience

Education: Juris Doctor degree from an accredited law school.

Experience: Five years of progressively responsible municipal governmental law experience as a practicing attorney in

California, including substantial experience in a lead or supervisory capacity, and in specialized legal matters such as those pertaining to litigation and claims liability, human resources, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, public utilities, redevelopment, development of former military bases, and /or risk management.

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; specialized knowledge in areas such as litigation and claims liability, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, state and federal law pertaining to public utilities , redevelopment, development of former military bases and /or risk management.

Ability

Ability to effectively perform and administer all phases of City legal work including those requiring specialized knowledge; 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

Member in good standing with 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.