

# CITY OF SIMI VALLEY

## CITY ATTORNEY

*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.*

### **SUMMARY DESCRIPTION**

Under policy direction, directs, manages, supervises and coordinates the activities and operations of the City Attorney's Office; serves as the legal advisor for City Council, City Manager, boards, commissions and other staff; and provides a full range of legal services to the City including preparation of legal opinions, research and support, representation in legal actions, document preparation and related work.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assume management responsibility for assigned services and activities of the City Attorney's Office.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for legal support staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Research and prepare legal opinions for City Council, City Manager, boards, commissions and other city staff.
6. Prosecute violations of municipal code involving traffic ordinances, building regulations, zoning ordinances, land use ordinances, license violations and permit violations.
7. Serve as trial and legal advocate for civil litigation.
8. Prepare legal documents; prepare and/or review resolutions and ordinances; prepare revisions to municipal code as necessary.
9. Maintain current awareness of legislation and issues involving municipal operations.
10. Select, train, motivate and evaluate legal support personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
11. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
12. Serve as the liaison for the City Attorney's Office with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible assistance to the City Council.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.

16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services and activities of a public legal office.  
Principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of civil, constitutional and administrative law.  
Judicial procedures and rules of evidence.  
Principles, materials and methods of legal research.  
Legal precedents and court decisions impacting municipal government.  
Statutes and codes applicable to civil proceedings.  
Duties, powers, limitations and authorities of a city attorney.  
Principles of supervision, training and performance evaluation.  
Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Oversee and participate in the management of a comprehensive public legal office.  
Oversee, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Participate in the development and administration of division goals, objectives and procedures.  
Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.  
Give sound legal advice and counsel.  
Draft legal documents such as ordinances, resolutions, statutes and contracts.  
Prepare, present and conduct trials and legal appeals.  
Present statements of fact, law and argument clearly and logically in both written and oral form.  
Use a wide variety of legal research methods.  
Effectively represent City policies with citizens, organizations and other government agencies.  
Prepare and administer large program budgets.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new service delivery methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

A Juris Doctorate from an accredited college or university.

#### **Experience:**

Eight to ten years of increasing responsible experience in the practice of municipal law, including management of staff. Experience working directly with a municipality in California is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of membership in the California State Bar.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting.

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Revised: September 2008; February 2009