

## CITY OF LINCOLN ASSISTANT CITY ATTORNEY

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under administrative direction, assists in the administration and supervision of the City Attorney's Office; provides expert legal counsel for the City on a wide variety of complex legal matters; investigates, evaluates, and resolves complex legal matters for the City; represents the City in litigation; provides legal advice to City Planning Commission, City departments, City Council, and other boards and committees on a wide range of municipal law; receives and reviews claims and lawsuits against the City and recommends settlements; conducts legal research and drafts legal documents; prosecutes violations of the municipal code; assists in training, motivating, and evaluating less experienced attorneys; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Attorney.

### **DISTINGUISHING CHARACTERISTICS:**

The **Assistant City Attorney** is a single-position classification where the incumbent is fully experienced in civil and public agency law, and performs complex legal work including advising departments, commissions, and the City Council on a variety of legal matters. The incumbent is expected to carry out the full realm of duties with minimal supervision, utilizing initiative, and exercising independent judgment.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the City Attorney. May exercise oversight and supervision to legal support staff.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following):*

- Assists the City Attorney in planning, directing, coordinating, and controlling the work of the City Attorney's Office; develops, implements and monitors long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities; participates in managing and directing the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve department goals and work standards.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Participates in the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Assists in overseeing and participating in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Provides legal advice to City Planning Commission, City departments, City Council, and other boards and committees on a wide range of municipal law; conducts research and provides opinions and advice regarding the duties, powers, functions, and obligations of City departments and related bodies.

- Researches legal issues and statutory and case law; drafts and reviews opinions, ordinances, resolutions, contracts, leases, deeds, and other legal documents and instruments; approves ordinances, resolutions, and contracts as to form and legality.
- Represents the City in civil and criminal litigation, including performing all phases of pretrial, trial and appellate work; develops strategy, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions in preparation for presentation of the City's case; files motions and briefs; represents the City in court.
- Conducts legal review of all claims filed against the City and determines appropriate courses of action; reviews contracts, agreements, and bonds; responds to motions for pre-trial discovery.
- Advises on legal aspects related to annexation, eminent domain proceedings, elections, and special district formation proceedings.
- Assists the City Attorney in making decisions on when to prosecute, compromise, or dismiss civil litigation and violations of the municipal code; advises department heads, City Manager, and City Council on such matters.
- Responds to citizen inquiries regarding all types of legal issues including those concerning City business.
- Provides staff assistance to the City Attorney; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains effective relationships with a variety of community organizations, groups, and individuals to promote positive public relations; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Maintains current knowledge of legal issues and precedents, in particular related to civil and administrative law; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Serves as acting City Attorney as assigned; acts on behalf of the City Attorney in the absence of same.
- Performs related duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

**QUALIFICATIONS**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant City Attorney**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in the practice of law, preferably in a municipal setting. Equivalent to a Juris Doctorate degree from an accredited college or university.

**License/Certificate:**

Membership in good standing with the State Bar of California. Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.):*

**Knowledge of:**

Operations, services, and activities of a City Attorney's Office. Advanced legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law. Principles and practices of program development and administration. Advanced methods and techniques of legal research. Duties, powers, and limitations of a city government. Legal principles and developments. Appellate practices. Judicial procedures and rules of evidence. Legal precedents and court decisions impacting assigned litigation area. Pleadings and effective practices and techniques in the presentation of court cases. Municipal government organization, structure and functional responsibilities. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation. Principles and practices of the Brown Act. Pertinent federal, state, and local laws, codes, and regulations including land use, zoning, environmental, and subdivision laws, rules, and regulations.

**Skill to:**

Operate an office computer and variety of word processing, spreadsheet, and database software applications.

**Ability to:**

Provide significant managerial assistance in directing the operations of a City Attorney's Office. Exercise sound, expert independent judgment within general policy guidelines. Identify and respond to sensitive community and organizational issues, concerns, and needs. Plan, organize, direct, and coordinate the work of lower-level staff. Delegate authority and responsibility. Select, supervise, train, and evaluate staff. Participate in the development and administration of division goals, objectives, and procedures. Prepare and administer budgets. Provide expert legal advice to City Planning Commission, City departments, City Council, and other boards and committees. Conduct research in zoning, land use development, and planning matters. Properly interpret and make decisions in accordance with laws, regulations, and policies. Read, understand, interpret, apply and explain codes, regulations and other written materials. Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence and supporting documents. Conduct research on legal problems and prepare sound legal opinion. Present statements of fact, law and argument clearly and logically. Represent the City effectively in hearings, courts of law, and meetings. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

**Salary Range:** Refer to Unrepresented Salary Schedule

**FLSA:** Exempt

**Employee Group:** Unrepresented

**Adopted:**