



## 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:**

Exempt position appointed by and under the direction of the City Council. Acts as legal officer and advisor to the City Council, City Commissions and other elected and appointed city officials.

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

- Provides legal counsel and opinions for the City Council, city staff, commissions, committees, and officials in all legal matters pertaining to city business
- Draft and review legal documents, petitions, contracts, leases, resolutions, and ordinances
- Manages workers compensation, liability and other insurance programs
- Represents and appears for the City and its officers in legal proceedings including trial and appellate courts
- Represents the City before public bodies such as PUC, LAFCO, and Board of Supervisors
- May serve as a member of the City's labor negotiations team
- Staff responsibility for legislative review in coordination with other staff members and the City Council
- Prosecutes and defends all suits or actions to which the City may be a party
- Advises when to prosecute, compromise, or dismiss civil litigation
- prosecutes criminal violations of city ordinances, performs legal research as required
- Examines and analyzes court decisions and legislation to determine their effect upon municipal affairs
- Respond to inquiries from the public concerning city ordinances and legal proceedings
- Initiates abatement of ordinance violations.
- May act for City Manager in his absence
- Attends two or three council meetings and two planning commission meetings each month, as well as other commission meetings as required

### **QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:** Graduation from accredited law school; minimum of five years experience in municipal or other public agency law. Knowledge of California law, particularly municipal and administrative law, organization, duties, powers, limitations and authority of city government and the city attorney's office.

**License/Certificates:** Membership in California Bar

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

Ability to maintain effective working relationship and communications with city officials, court officials and the general public. Skilled at use of word processor, traditional and computerized legal research. Must be flexible and innovative in initiating solutions and responses to issues and inquiries. Must be able and patient in dealing with and resolving public contacts and complaints.

D102  
CITY ATTORNEY  
DEPARTMENT HEAD  
EXEMPT  
REVISED: JULY 1996