

## CITY OF MADERA

### 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 of the City Council, plans, manages, oversees and directs the operations and services of the City Attorney's Office; provides legal advice and representation to the City of Madera, Madera Redevelopment Agency, Housing Authority of the City of Madera and their boards, commissions, officers and staff; researches, prepares and presents legal opinions; works with outside legal counsel providing specialized services to the City; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex legal support to the City Council and City staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **City Attorney** is the administrative management level class which oversees all functions and operations of the City Attorney's Office and is responsible for providing legal services and counsel on a wide range of legal issues for the City Council, City departments, and related agency boards and commissions.

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

Receives administrative direction from the City Council. Exercises direct and indirect supervision over professional, technical and office support personnel.

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

- Accepts full responsibility for all activities and services of the City Attorney's Office including the development and presentation of legal opinions and representation of the City, Agency, Authority and their officers and employees in all legal matters pertaining to their operations; coordinates activities with other City officials, departments, other agencies and organizations.
- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the City Attorney's Office work plan through department staff; assigns work activities and responsibilities to appropriate personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.

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- Oversees the selection, training and evaluation programs for all department personnel; provides or coordinates in-service training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Prepares and/or reviews all ordinances, resolutions, contracts, reports and related documents presented to the City and its Boards and Commissions; attends public meetings of the City and its Boards and Commissions to advise as to process, procedure and legal matters; researches legal issues and prepares and/or reviews legal opinions.
- Defends the City, Agency and Authority against lawsuits filed by others; coordinates, reviews and monitors the work of outside legal counsel, including specialized litigation or bond counsel services.
- Prepares, manages and coordinates the development of the City Attorney's Office budget; prepares forecasts of necessary funds for staffing, services, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a legal resource for City staff and other related organizations; confers with department managers and staff regarding current and anticipated legal services requirements and issues; analyzes the feasibility of alternative approaches to meeting requirements.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal, housing and redevelopment law; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

### **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, legal references and work related documents. Acute hearing is required when providing phone and face to face service. The need to lift, drag, and push case files or other materials weighing up to 25 pounds also is required.

**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 for a **City Attorney**. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of broad and extensive experience in all major phases of municipal law, including at least three years in a responsible management capacity and a Juris Doctorate Degree from an ABA or California State accredited school of law.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license, and active membership in the State Bar of California.

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

**Knowledge of:**

Principles and application of civil, criminal and administrative law and procedure; applicable federal, state and local laws, codes and regulations; municipal, housing and redevelopment laws and regulations including litigation, conflict of interest, labor, employment, land use, environment, fair housing and discrimination and eminent domain; the Brown Act, Fair Political Practices Act and other state laws and court cases applicable to municipalities and public bodies; methods and techniques of case management, prioritization and control; methods and techniques for legal research, analysis and writing; principles and practices of budget administration; methods and techniques of supervision, training and motivation; modern office equipment, including a computer and applicable software; occupational hazards and standard safety procedures.

**Ability to:**

Plan, direct, manage and coordinate the work of the City Attorney's Office; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex legal issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; negotiate effectively on behalf of clients concerning litigation and contracts; prepare litigation documents, pleadings, motions and points and authorities; provide effective representation in hearings, courts of law and meetings; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.