



## Position Description

### **CITY ATTORNEY**

#### **DEFINITION**

This is an exempt position appointed by the city council which functions under the direction of the City Council and general Supervision of the City Manager. The City Attorney also provides legal advice to city commissions and other elected and appointed city officials.

#### **EXAMPLES OF DUTIES**

The City Attorney provides legal counsel and opinions for the city council, city staff, commissions, committees, and officials in all legal matters pertaining to city business; drafts and reviews legal documents, charter amendments, petitions, contracts, leases, resolutions, and ordinances; has knowledge of insurance administration including workers' compensation and disability claims; 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 PLTC, LAFCO, State Legislature, and Hoard of Supervisors, where appropriate; may serve as a member of the City's labor negotiations team; has 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; performs legal research as required; examines and analyzes court decisions and legislation to determine their effect upon municipal affairs; and performs other work as required.

#### **REQUIREMENTS**

Graduation from an accredited law school;

Current membership in the California State Bar

A minimum of three years of legal practice, preferably with experience in municipal or other public agency law.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

Organization, duties, powers, limitations, and authority of city government and the City Attorney's office.

Use of California codes and knowledge of the legal principles and practices concerning civil, constitutional, and administrative law and procedure

Ability to maintain effective working relationships with City officials, court officials, and the general public;

Ability to win the confidence and cooperation of others; Labor laws and labor negotiations.

## **LIMITATIONS**

A personal legal service for city officials or employees is prohibited unless such service is related to their official city function.

No outside practice shall be permitted without specific approval of the City Council.

The city attorney is expected to regularly attend City Council and Planning Commission meetings, and will attend other meetings upon the request of the City Council or City Manager.

Effective Date: March 23, 1992

Resolution Number: 1535

Revision History: