

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 administrative direction from the City Council, provides overall and general legal advice, counsel and assistance to the City Council, Boards and Commissions, and City Staff; reviews contracts and other documents requiring legal review; represents the City in court and administrative proceedings. Also acts as general counsel to the City as Successor to the Redevelopment Agency. Acts as a key member of the City's management team.

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. Advise the City Council and senior staff on a wide variety of legal matters pertaining to City business including drafting legal opinions, making presentations or responding to general legal-related questions during Council meetings.
2. Plan, organize, direct and coordinate the activities of the City Attorney's office to ensure proper "follow through" on all items of legal import.
3. Assist in developing and implementing goals, objectives policies and priorities of the City Council.
4. Develop and implement various systems and procedures to meet departmental goals, objectives and priorities.
5. Draft and review a wide variety of documents including ordinances, resolutions, contracts, leases.
6. Review similar documents prepared by other City staff or outside contract attorneys.
7. Represent the City in court and administrative proceedings including consulting with and reviewing the performance of assigned counsel.
8. Respond to staff and citizen inquiries and issue legal opinions.
9. Select, supervise, and evaluate assigned staff.
10. Attend City Council, Planning Commission and Board of Administrative Appeals meetings regularly and others as needed.
11. Review all claims against the City, coordinate with the City's joint risk pool and oversee claims administration and litigation involving the City.
12. Perform related duties as directed by the City Council.

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:

- Legal principles and their application.
- Principles of California municipal and redevelopment law and their application.
- Legal research methods.
- Principles of administrative and constitutional law.
- The Antioch Municipal Code.

Ability to:

- Apply legal principles and precedents to a particular set of facts.
- Analyze difficult and complex legal issues.
- Present statements of fact, laws and argument clearly and logically both orally and in writing.

Education and Experience Guidelines

Education/Training:

Graduation from an accredited law school.

Experience:

Five years of experience in a wide variety of contract and tort law with at least three years experience in a municipal law department.

License/Certification:

Active membership in the California State Bar.

Possession of a valid California State Driver's License.

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: Work is performed primarily in a standard office setting, with some travel to different sites; incumbents will be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

CITY OF ANTIOCH
CITY ATTORNEY (CONTINUED)

FLSA: Exempt

February 1990
Revised: April 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.