

With over 400 employees, the City of Antioch is one of the largest employers in the East Bay and serves a community of over 115,000 residents. Antioch has a diverse population of professionals and skilled workers and the City is seeking an attorney to join their legal team.

Assistant City Attorney

Competitive Benefits Package

- ✓ Salary range \$177,000 - \$215,136
- ✓ Remote Work Flexibility
(Depending upon City and departmental staffing needs)
- ✓ Retirement: CalPERS Classic Members 2.7%@55
or New Members 2%@62
- ✓ Deferred Compensation Program
- ✓ Cafeteria Benefits Plan
- ✓ LTD, and Life Insurance

The Assistant City Attorney will have a key, high profile, and active role in partnering with and reporting to the City Attorney in providing quality legal services and advice to city operations and staff. The expectation is to maintain and strengthen the highly positive working relationships that currently exist within the City, by developing and maintaining active lines of communication and providing quality and responsive legal guidance to internal clients on a wide array of legal issues. A key goal for the City Attorney is to find a team oriented, collaborative, legal partner to help build organizational capacity for both this department and the entire city.



The Community of Antioch

Antioch is a waterfront city of 115,000 residents in the East Bay region of the San Francisco Bay Area, along the San Joaquin-Sacramento River Delta. Antioch is among California's most racially and ethnically diverse places to live; a substantial portion of Antioch residents are African American, Hispanic or Latino, and Asian.

Antioch has a diverse population of professionals and skilled workers. Families with dreams of home ownership come to Antioch for its stunning neighborhoods, parks, and natural beauty. Land in Antioch remains plentiful, and homes are reasonably priced, compared with other parts of the Bay Area. The pace of development in Antioch has spurred activity for the healthcare industry, financial and insurance institutions, contractors, and other types of businesses. Increased development has created increased employment in schools, hospitals, and other local service sectors. Antioch also offers access to multimodal bus, BART train, Amtrak, and freeway transportation.

Antioch is ideally situated on the banks of the San Joaquin River and offers an abundance of recreational opportunities and cultural facilities. There's always something to do in Antioch; like hiking at parks, attending the County Fair, playing a round of golf, or roaring down slides at the Prewett Family Water Park. There really is something for everyone who lives, works, and plays in Antioch! Antioch is: A COMMUNITY that is proud of its heritage; A COMMUNITY that provides an opportunity to live, learn, work, worship and play in a safe, stimulating, and diverse community; A COMMUNITY that is a responsible steward of its economic and natural resources; A COMMUNITY that recognizes its responsibility to the large Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation.



City Government and The City Attorney's Office

The City of Antioch incorporated in February 1872 as a general law city and operates under a Council-Manager form of government. Policymaking and legislative authority is vested in a five-member City Council consisting of a mayor and four council members. The mayor is directly elected by all eligible voters in the City and serves a four-year term. The four council members are elected by district and serve four-year terms.

The City Council appoints both the City Manager and City Attorney. The City operations has a staffing level of over 400 FTEs within the departments of the City Manager, City Attorney, Community Development, Public Works, Police, Economic Development, Finance, Human Resources, Information Systems, and Parks and Recreation. The City of Antioch provides a range of municipal services including police protection, construction and maintenance of streets and infrastructure, library services, storm water and municipal sewer systems, and the administration of recreational activities and cultural events.

The City Attorney's Office performs the traditional legal functions for the City of Antioch by providing transactional legal guidance, advice, and counsel to the City Council, City Manager, department heads, and the full range of City Boards and Commissions. The City Attorney's Office also initiates and defends litigation, generally through outside counsel.



The Position and Ideal Candidate

- ✓ *This is an exceptional opportunity for a lifelong learner with self-initiative, who is open to and interested in expanding their legal knowledge base to grow professionally.*
- ✓ *The new Assistant City Attorney is expected to present themselves with confidence and gravitas to be a source of sound legal counsel in addressing sensitive and difficult legal issues in a confidential and objective manner and by providing alternative options towards achieving objectives beneficial to the City.*
- ✓ *The attorney should have a commitment to public service, a collaborative style, be capable of establishing and maintaining effective working relationships, and be comfortable working with people from diverse ethnic, economic and political backgrounds.*
- ✓ *The Assistant City Attorney must be able to explain complex legal concepts in a manner that is easy to understand. The attorney must also be politically astute, but objective and independent.*
- ✓ *An essential skill set is the ability to evaluate complicated and controversial situations, and present options and complicated legal concepts in a clear and concise fashion.*
- ✓ *The successful candidate will have a passion for public service and will possess a value system that engenders trust, integrity, ethics, and credibility, and embodies a commitment to racial equity, diversity, and inclusion. The attorney must be an inclusive and thoughtful legal advisor; someone who listens first, seeks input, and then, after a thorough analysis of all aspects of an issue, presents legal options and advice that are based on precedent, facts, and research.*
- ✓ *Excellent communication skills, both written and verbal are expected, and a style that reflects empathy, flexibility, diplomacy, and adaptability are essential personal qualities for this assignment.*



Minimum Qualifications

- ✓ *Four or more years of progressively responsible experience in the practice of law.*
- ✓ *Current membership in the California State Bar is required.*
- ✓ *Experience providing legal services to diverse communities.*
- ✓ *A Juris Doctor degree from an accredited, highly competitive law school.*
- ✓ *Professional experience in the practice of municipal or other government law is highly desirable.*
- ✓ *Experience in specialized legal matters such as those pertaining to litigation and claims liability, criminal prosecution, human resources, employment law, complex transactions, police, fire, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, public utilities, redevelopment, and/or risk management is highly desirable.*

The Assistant City Attorney Representative Duties

- ✓ *Build the capacity of City staff members to understand risk management and insurance requirements by providing legal review and written or oral explanation of insurance, payment bond, and performance bond requirements.*
- ✓ *Draft and review agendas, staff reports, resolutions, and ordinances.*
- ✓ *Draft and review routine and complex legal agreements including contracts, memorandums, and leases.*
- ✓ *Oversee specific program areas within the City Attorney's Office as assigned by the City Attorney.*
- ✓ *Review claims and lawsuits against the City.*
- ✓ *Submit and monitor requests for coverage of claims to the City's insurance providers.*
- ✓ *Attend day and evening commission, board and committee meetings to provide legal advice and counsel.*
- ✓ *Manage legal agreement workflow for the City Attorney's Office to achieve timely review of legal agreements for departments.*
- ✓ *Review and assess insurance, payment bond, and performance bond information associated with contract agreements.*
- ✓ *Perform other assignments as required by the City Attorney.*

The Application Process

We encourage candidates interested in applying to pursue this exceptional career opportunity, to please visit the City of Antioch Human Resources webpage to review the [Assistant City Attorney Job Description](#), and to access the [Job Opportunities link](#). To be considered for the position, candidates will need to include the following:

- ✓ *Complete the online application.*
- ✓ *Upload your letter of interest.*
- ✓ *Upload your resume.*
- ✓ *Upload a copy of your State Bar of California Active License.*
- ✓ *Include five work-related references (who will not be contacted until after an interview takes place).*

Inquiries regarding this position may be sent via email to: HR@antiochca.gov.

