

CITY OF SALINAS

CITY ATTORNEY

**BARGAINING UNIT/CLASS CODE:
CITY ATTORNEY / A02**

DEFINITION

To act as legal advisor to and counsel for the City Council, Mayor, City Manager, City Departments, and city boards and commissions; and to represent the City in litigation.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council. Exercises direction and general supervision over professional and clerical staff assigned to the City Attorney's Office.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Render legal opinions to the City Council, Mayor, City Manager and other City officials as requested. Analyze Federal and State legislation affecting the City. Review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City. Monitor and control lawsuits handled by contract counsel. Monitor and control liability claims and lawsuits. Attend meetings of the City Council, Salinas Redevelopment Agency and other boards, commissions and committees as may be required, and render legal advice on agenda items. Prepare drafts and assist in the negotiation of proposed agreements; prepare ordinances, resolutions, deeds, pleadings, contracts and other legal documents. Represent the City in lawsuits and administrative hearings. Appear before courts and other administrative proceedings to represent the City's interest as required. Prosecute for civil and criminal remedies to enforce City ordinances, abate public nuisances, recover damages to City property, condemned property for public purpose and other matters. Prepare and administer the department budget. Coordinate legal activities with other City departments and divisions, and with outside agencies. Provide legal updates and training to council, commission and staff. Select, supervise, train and evaluate professional and clerical staff. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Organization, duties, powers, limitations, and authority of City government and the City Attorney's Office. legal principles and practices, including civil, criminal, constitutional, substantive, and administrative law

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CITY ATTORNEY (continued)**

procedure. Ordinances, statutes, and court decisions relating to municipal corporations. Judicial procedure and rules of evidence. Methods of legal research. Established precedents and sources of legal reference applicable to municipal activities. Principles and practices of public administration, including budget, organizations and public agencies in Monterey County.

Ability to:

Communicate clearly and concisely, orally and in writing. Effectively plan, organize and direct the activities required of a municipal legal office. Organize, interpret, and apply legal principles and precedents to local government problems; effectively formulate interpretations, analyze and resolve legal issues. Present statements of law, fact and argument clearly and logically. Prepare and present difficult cases in court. Conduct research on complex legal problems and prepare sound legal opinions. Draft ordinances, resolutions, deeds, pleadings, contracts and other legal documents. Properly interpret and make decisions in accordance with laws, regulations and policies. Establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public. Select, supervise, train, and evaluate assigned staff.

License or Certificate:

Membership in the State Bar of California.

Reviewed _____
Mayor

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 2-07