

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

CITY ATTORNEY

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	11-04-13
Classification Series:	City Attorney Series	Resolution No.:	2013-50
FLSA Status:	Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

The City Attorney serves as legal advisor and counsel for the City Council, City Manager, all City departments, various boards, committees, and commissions; plans, organizes, manages, and is responsible for the conduct of all legal functions and activities of the City Attorney's Office. Performs a variety of highly complex level administrative, technical and professional work in prosecuting crimes, conducting civil lawsuits, drafting legal documents, advising city officials as to legal rights, obligations, practices and other phases of applicable local, state, and federal law; may exercise general supervision and direction over staff and performs related duties as required.

EXAMPLE OF 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.

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings;
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels;
- Coordinate City Attorney functions with those of other departments and outside agencies and organizations;
- Direct, oversee and participate in the development of a City Attorney work plan, designed to provide timely legal advice and/or documents;
- Drafts, reviews and amends various legal documents including ordinances, resolutions, contracts, leases, deeds, bonds, opinion letters, legal memoranda, and agenda reports;
- Provide staff assistance to the City Council and City Manager including preparation and presentation of staff reports or correspondence;
- Assists City Manager with specific City Council items, special projects and requests;
- Prepare and transmit, on a timely basis, legal opinions to the City Council, City Boards and Commissions, City Manager and Department Directors as requested.
- Upon request of the City Manager, analyze legislation affecting the City;
- Review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City;
- Examine general claims, warrants, and demands against the City to determine their legality;
- Monitor and control liability claims and lawsuits;

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- Attend meetings of the City Council, boards, commissions, and committees as may be required, and render legal advice on agenda items;
- Participates in all phases of City litigation pending in state and federal court and before administrative bodies, including legal research, preparation of pleadings and written discovery, court appearances, attendance at depositions and trial preparation;
- Appear before courts and administrative proceedings to represent the City's interests as required;
- May supervise and evaluate and train subordinate employees;
- Established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situations requires.

MINIMUM 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:

- Civil, criminal, municipal, redevelopment and housing authority laws, practices and procedures;
- Public policy, municipal functions and activities, including the role of an elected City Council;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision;
- Public agency budget development, contract administration, City-wide administrative practices, and general principals of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- Principles and practices of basic supervision, including work planning assignment, review and evaluation, and training;
- Federal, State and local trial and appeal procedures and methods of case preparation and presentation for both civil and criminal matters;
- Methods of legal research, including computer research;
- Record keeping principles and procedures;
- Modern office practices, methods, and computer equipment and applications related to the work;
- English usage, grammar, spelling, vocabulary and punctuation;
- Techniques for effectively representing the city in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations;

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- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Provide sound level advice to the City Council, boards, committees, commissions, and staff;
- Present legal information and advice clearly and persuasively in public sessions;
- Determine alternative legal and administrative approaches to solving problems;
- Analyze and prepare a wide variety of legal documents;
- Prepare and present cases in court;
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas; research, analyze, and evaluate new service delivery methods, procedures and techniques;
- Provide administrative and professional leadership and direction for the department and the City;
- Prepare and administer budgets; allocate limited resources in a cost effective manner;
- Interpret, apply, and ensure compliance with Federal, State, and local polices, procedures, laws, and regulations;
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff and train staff in work procedures;
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, various businesses, professionals, regulatory, and legislative organizations;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports;
- Establish and maintain a variety of filing, record keeping, and tracking systems;
- Organize and prioritize a variety of filing, record keeping, and tracking systems;
- Operate modern office equipment including computer equipment and specialized software;
- Communicate effectively in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Foster a team work environment;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;

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- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training/Experience:

- Graduation from an accredited law school with a Juris Doctorate degree and five (5) years of increasingly responsible professional experience in Public Law or other governmental law including trial experience, and two (2) years of experience in a supervisory or managerial capacity.

License or Certificate:

- A valid California Class C Driver’s License and a satisfactory driving record.
- Active membership on the State Bar of California required.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.