

## **CITY OF EMERYVILLE**

### **CITY/AGENCY ATTORNEY**

#### **DEFINITION:**

Position requires a thorough knowledge of the principles and procedures of California civil law, with particular emphasis on municipal government and redevelopment law, the rules of pleading, practice and evidence in California and federal courts, and of effective techniques in the presentation of court cases. In addition, attorney must have the ability to analyze, organize and apply legal principles to a wide variety of complex factual situations, to interpret and explain state and federal laws and regulations, to present oral and written statements of fact, law and argument in a clear and concise fashion, and to supervise and administer the operations of the Legal Department. The position also requires the skill to maintain cooperative and effective relationships with staff, City and other public officials and Citizens.

#### **DESCRIPTION:**

Performs a wide variety of complex legal work which includes representing the City or Agency in litigation at the trial and appellate level in state and federal courts; advising City Council, Agency Commission, other City Commissions, boards, departments and staff on a variety of legal matters; performing legal research; preparing legal opinions and other legal documents; drafting ordinances and resolutions; representing the City or Agency before state and federal agencies; attending all meetings of City Council and Agency Commission, and other commissions and boards as needed; and negotiating agreements with developers, contractors and other agencies.

Responsible for the overall administration of the Legal Department which includes selection, training and supervision of subordinate staff; supervision of performance of retained outside counsel; maintenance of law library; preparation of annual budget; making all personnel decisions within the department; and ensuring that billings, invoices and other payments are promptly and properly made.

#### **QUALIFICATIONS:**

Graduate from an accredited law school; member of California State Bar; seven (7) years progressively responsible experience in the practice of law, including extensive litigation. Some prior practice of municipal law or experience as in-house counsel to an administrative or regulatory agency highly desirable.