

**City of San Rafael
Job Class Specification**

Job Title: Assistant City Attorney

SUMMARY

Provide a complete range of legal counsel, advice and representation to the City Council, the City's Boards and Commissions, the City Manager, Department Heads and all City staff.
Manage the in-house legal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and administers City litigation. Consult and assist assigned counsel in case management. Review and approve all billings. Confer on settlement decisions.
- Reviews and analyzes all liability claims. Consult and assist risk manager in management and resolution of claims.
- Researches and applies laws, rules, cases and ordinances. Advise Council and staff regarding proposed courses of action and City policy.
- Drafts and reviews documents with legal implications including ordinances, resolutions, reports, contracts, leases, bids, permits, easements, deeds, etc.
- Acts as Lead Attorney in representing the City in Court proceedings including motions, mediations and settlement conferences.
- Advises and counsels all levels of City management and staff in a variety of legal issues such as planning, land use, employment, public works, elections, public records etc.
- Manages the in-house legal department and staff.
- Reviews and approves all claims for goods and services utilized.
- Represents the City in administrative proceedings such as personnel disciplinary mediations and arbitrations.
- Performs related duties as required.

KNOWLEDGE OF:

- Constitutional, Tort, Administrative, and Employment Law
- Land use law and regulations
- Legal research and writing
- Personnel rules and regulations
- Brown Act and Public Records Act
- Principles of management
- PC and related software

ABILITY TO:

- Communicate effectively orally and in writing.
- Assess exposure to liability
- Supervise in-house legal staff.
- Review documents and explain law.
- Operate a PC and related software.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite know ledges, skill and abilities. A typical way to obtain these would be: Juris Doctor degree and five years experience in municipal law.

Valid drivers license

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.