

## CAREER OPPORTUNITY

# DEPUTY CITY ATTORNEY

LEVEL I: \$107,460 – \$130,620

LEVEL II: \$118,488 – \$144,012

ANNUALLY, DOQ/DOE



**Do you have a progressive mindset?**

**Are you looking to work in a small, professional municipal agency?**

**Do you want to work where staff is encouraged to reduce bureaucracy and take reasonable risks?**

**Do you want to make a difference by creatively addressing issues?**

The City of San Rafael is seeking a **Deputy City Attorney**. The successful candidate will be an exceptional attorney with excellent oral and written communication skills and progressively responsible experience in a public sector agency or private firm representing municipal agencies. An expertise or interest in employment law, disciplinary matters, ADA, and EEO is desirable. The ideal candidate will have arbitration and courtroom experience, experience drafting ordinances, resolutions, leases, contracts, MOUs and other legally binding documents. The City is interested in evaluating the qualifications of the applicant pool to determine the best fit for the position and may fill the position at either the Deputy City Attorney I or II level.



**CITY ATTORNEY TEAM**

### THE CITY AND DEPARTMENT:

The City of San Rafael is a full-service municipal agency with a City Council/City Manager form of government which has more than 400 employees, 57,000 residents and an annual budget of \$110 million for FY 2017-18. San Rafael is a well-managed and innovative city located north of San Francisco. With an elected Mayor, four elected City Council Members and an elected City Attorney who serve four-year terms, the vision of the City is to be a vibrant economic and cultural center reflective of its diversity. The City Council desires to advance the organization and sustain the beautiful natural environment.

The Department consists of a well-respected City Attorney (elected in 2007 and re-elected twice without opposition), one Assistant City Attorney, one Deputy City Attorney, and a Legal Assistant. The team is collegial, respectful and inclusive, and promotes a work-life balance with a 37.5 hour work week. The department is forward thinking and offers exceptional opportunities to advance a career, take-on exciting projects and be a part of a dynamic legal team.

San Rafael employees are encouraged to bring new ideas to everyday work challenges, and find it rewarding to work in a progressive and collaborative environment. **Keep reading if this interests you!**



## THE JOB:

This is a mid-management position under the general direction and supervision of the Assistant City Attorney who works collaboratively to provide legal advice and opinions to the City Council, Commissions, Department Directors and staff. This job is a chance to apply your legal expertise in a generalist role performing the following duties:

- Consults with and provides legal advice to City Officials and staff on legal questions pertaining to their respective powers, duties, functions, and obligations in various departments of the City. The City consists of the following departments: City Manager, City Clerk, Finance, Human Resources, Police, Fire, Community Services (Recreation, Parks, Child Care), Community Development (Planning, Housing, Code Enforcement, and Building Inspection) and Public Works (Engineering and Maintenance). It is anticipated that a key role of the new attorney will be to consult and support Human Resources with Labor Relations, Discipline, Investigations, ADA, and EEO issues, while also representing and consulting with other client departments.
- Reviews staff reports and advises staff on complex and controversial legal matters.
- Prepares and reviews formal written ordinances, resolutions, contracts, deeds, leases, conveyances and other legal documents and instruments.
- Researches, interprets and applies laws, court decisions, statutes, ordinances and other legal authorities for use in the preparation of legal opinions and briefs.
- Represents the City at various City Council, commission and community meetings to provide legal opinions and counsel.
- Makes recommendations to the City Attorney concerning the advisability to prosecute, compromise or dismiss civil litigation.
- Represents the City in administrative proceedings.
- Prepares pleadings, and other papers in connection with lawsuits, trials, hearings, discovery, appeals and other legal proceedings; performs research, investigation and detailed legal preparation for the trial or defense of the county in civil suits.
- Handles or assists in hearings and trials of civil and some criminal matters.
- Other duties as assigned.

## IDEAL CANDIDATE PROFILE:

The ideal candidate will use their legal expertise and communication skills to effectively represent the City position on a variety of issues and will bring sound judgment, effective consultation and research skills. The City is seeking an attorney who has an employment law and labor relations expertise and experience or an interest in these specialties. The ideal candidate will meet the following minimum qualifications:

- Membership in the State Bar of California & valid California Driver's license

### Level 1:

- Juris Doctorate or equivalent legal education required by the State Bar of California
- One year of post-Bar municipal legal experience.

### Level 2:

- Juris Doctorate or equivalent legal education required by the State Bar of California
- Five years of progressively responsible legal practice in municipal law and any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities representing a public agency.

## COMPENSATION & BENEFITS

The City of San Rafael offers an attractive compensation and benefits program. The salary range for this position is \$107,460 - \$144,012 annually, DOQ/DOE, and a competitive benefits program including:

- **Retirement:** The City is a part of the Marin County Employees Retirement Association (MCERA) plan, which offers reciprocity between agencies in CalPERS (this is part of the 37 Act County System);
  - **Classic employees** - 2% @ 55 formula, highest 3 year average compensation
  - **PEPRA employees** - hired after 1/1/13 or Classic employee with 6 month break in service are eligible for a 2%@62 formula, highest 3 year average compensation
- **Health Insurance:** Full flex cafeteria plan which can be applied to a health plan or converted to cash (\$634.57 employee only; \$1,269.13 employee +1; \$1,649.88 family level; or opt-out payment of \$634.57)
- **Life and Long Term Disability Insurance:** \$150,000 basic life; LTD is two-thirds of salary, up to \$7,500/month
- **Dental and Vision Insurance** (up to family coverage)
- **Deferred Comp** (employee option)
- **Annual Leave:** Vacation ranges from 15 to 25 days (depending on years of service), 12 days of Sick Leave, 75 hours of Administrative Leave, 11 Holidays and 2 Floating Holidays
- **And more** (contact the recruiter for more benefits details)

## SELECTION PROCESS:

The process may include a panel interview, written exercise and other related test components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process.

## HOW TO APPLY: *Apply by June 28, 2017 for first consideration*

- Apply online at [www.calopps.org](http://www.calopps.org)
- The position will be open until filled and may close without further notice.
- **You must submit a completed application, cover letter and resume to be considered for the position. Incomplete applications will not be considered.**

## TIMELINE:

- **Interviews are tentatively scheduled for the week of July 10th;** please hold these dates on your calendar.
- Finalists will be invited back for interviews tentatively scheduled for the week of July 17th.



## RECRUITER CONTACT:

Sylvia Gonzalez, HR Coordinator  
Sylvia.gonzalez@cityofsanrafael.org  
415-485-3391 (direct)

The City of San Rafael is an Equal Opportunity Employer.

[www.cityofsanrafael.org](http://www.cityofsanrafael.org)