

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: H58

CLASSIFICATION: ASSISTANT CITY ATTORNEY - REDEVELOPMENT

DEPARTMENT: CITY ATTORNEY

CLASS DEFINITION: To provide a variety of professional legal services to the City Council, City departments, Redevelopment Agency, Housing Authority, and various boards and commissions relating to redevelopment and housing matters; to represent the City, Redevelopment Agency and Housing Authority in complex Civil litigation; and to provide highly complex staff assistance to a Senior Assistant City Attorney.

DISTINGUISHING CHARACTERISTICS:

This class is responsible for the difficult and highly complex cases in Redevelopment and Housing Authority, and is distinguished from the next lower level, Deputy City Attorney IV, by its administrative responsibilities and skill in independently handling legal issues and cases of increasing complexity and risk to the city with experienced legal judgment and acumen.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Senior Assistant City Attorney – Civil.

May exercise functional and technical supervision over professional and technical staff, and indirect supervision over clerical staff.

EXAMPLES OF JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Negotiate and prepare highly complex acquisition and development agreements relating to redevelopment and housing projects.

Represent the City, Redevelopment Agency and Housing Authority in the most difficult and complex civil cases; serve as defense counsel in civil litigation; and coordinate cases assigned to outside counsel.

Prepare, draft and review agreements, ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.

Perform legal research and prepare written and oral opinions on various legal problems for the redevelopment Agency, Housing Authority, City Council, City departments, and various boards and commissions.

Assist City departments in formulation policies and procedures relating to legal and liability matters.

Provide lead supervision and assist in the training of assigned legal staff; participate in reviewing and recommending operation procedures for the assigned division.

Provide complex staff assistance to a Senior Assistant City Attorney; conduct difficult research and analysis; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings in the field of law.

Respond to citizen inquiries and resolve difficult and sensitive complaints.

Serve as a mentor to Deputy City Attorney I, II, III, and IV.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive responsible experience in the field of municipal law, including an extensive background in redevelopment and housing law.

Knowledge of: Legal principles and practices of municipal, redevelopment and housing law; civil, constitutional, and administrative law; methods of legal research; tort law and liability; judicial procedures and rules of evidence; statutes and court decisions relating to civil rights; ordinances, statues and court decisions relating to municipal corporations; pertinent Federal, State and local laws, codes and regulations.

Ability to: Train and review the work of professional personnel; provide complex administrative and professional staff assistance to a Senior Assistant City Attorney; assist in the implementation of Division goals. objectives and practices; represent the City in a wide variety of judicial and administrative proceedings; analyze, appraise, organize and present facts, evidence, and precedents in a clear and logical manner; analyze and prepare a wide variety of legal documents; conducts research on legal problems and prepare sound legal opinions; research, analyze and evaluate new program techniques, methods and procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

License/Certification Required: Possession of a valid California Driver's License. Membership in the State Bar of California and license to practice in the Federal courts.

WORKING CONDITIONS:

Environmental Conditions: Work in an office environment. May be required to perform field assignments.

Physical Conditions: Due to the nature of work assignments, incumbents must be able to perform in an office environment utilizing modern office equipment and technology and may

require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for Senior Assistant City Attorney – Civil.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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