

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 105

CLASSIFICATION: **City Attorney**

DEPARTMENT: **City Attorney**

CLASS DEFINITION: To plan, direct, manage, and oversee the activities and operations of the City Attorney's Office including the Civil Counsel and Criminal Prosecution Divisions; to coordinate activities with other departments and outside agencies; and to provide legal advice and representation to the City including serving as legal advisor to the City Council, staff, officers, boards, and commissions.

SUPERVISION RECEIVED AND EXERCISED:

Receives policy direction from the City Council.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all services and activities of the City Attorney's Office including criminal prosecution, land use, and general law sections.

Manage the development and implementation of goals, objectives, and priorities for each assigned service area within the City Attorney's Office; recommend and administer policies and procedures.

Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Plan, direct, and coordinate, through subordinate level staff, the work plan for the City Attorney's Office; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the City Attorney's Office budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Render legal opinions to the City Council, City boards and commissions, the City Manager, and department staff as required; serve as General Counsel for City agencies; analyze legislation affecting the City.

Oversee the preparation of civil cases for trial; investigate claims and complaints by or against the City; try cases before county, state, and federal courts; prosecute criminal cases as required.

Perform the most complex legal tasks and work including representing the City before appellate courts and administrative bodies.

Prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts, and other legal documents.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Represent the City Attorney's Office to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

Explain, justify, and defend the programs, policies, and activities of the City Attorney's Office; negotiate and resolve sensitive and controversial issues.

Participate on a variety of boards, commissions, and committees.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal law; incorporate new developments as appropriate.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Ten years of increasingly responsible experience in all major phases of municipal law including three years of management responsibility supplemented by a Juris Doctorate degree from an accredited school of law.

Knowledge of: Operations, services, and activities of a City Attorney's Office; advanced principles and practices of program development and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; tort law and liability insurance litigation; principles and applications of civil, criminal, and administrative law and procedures; pertinent federal, state, and local laws, codes, and regulations including litigation, procurement, contract, zoning, subdivision of land, redevelopment, eminent domain, conflicts of interest, public records and labor law; judicial procedures and rules of evidence; methods and techniques of legal research, analysis, and writing; established precedents applicable to municipal activities; principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation.

Ability to: Manage and direct the work of the City Attorney's Office; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; plan, organize, direct, and coordinate the work of lower level personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; organize, interpret and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court; present statements of law, facts, and arguments clearly and logically; analyze and interpret a wide variety of legal documents; prepare and present difficult and complex matters before the appellate courts and administrative tribunals; conduct research on complex legal issues and prepare sound legal opinions; properly interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; allocate limited resources in a cost effective manner; communicate clearly and concisely,

both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Membership in the State Bar of California and a license to practice in the federal courts. Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

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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Revised 9/1983 – Sibson & Company
Revised 9/1989 – Ralph Andersen & Associates
Revised 9/2008 – P. Saldivar
Revised 11/2009 – Johnson & Associates