CITY OF FOLSOM

CITY ATTORNEY

DEFINITION
Under administrative direction, plan, organize, and direct the activities of the City Attorney's Office; act as legal advisor and counsel to the City Council, City Boards and commissions, City Manager, and City departments; represent the City in litigation.

SUPERVISION EXERCISED
Exercise direct and indirect supervision over lower level managerial, professional, technical, and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Develop, plan, implement, and administer Department goals, objectives, policies, and procedures to provide assigned legal services.
- Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials; and supplies; monitor and approve expenditures; prepare and implement midyear adjustments.
- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects, and programs; monitors work flow; review and evaluate work products, methods, and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance to the City Council and City Manager; prepare and presents staff reports and other correspondence.
- Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and dismissal procedures.
- Render legal opinions to the City Council, City boards and commissions, City Manager, and department staff.
- Analyze legislation affecting the City; review proposed contracts, bond and financing papers, insurance policies, and other documents affecting the City.
- Monitor and control liability claims and law suits; prepare or review drafts and assist in the negotiation of proposed agreements.
- Prepare or review ordinances, resolutions, deeds, pleadings, contracts, and other legal documents.
- Appear before courts and administrative proceedings to represent the City's interest.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Modern and highly complex principles and practices of municipal law.
- Methods of public agency administration.
- Principles of personnel administration, supervision, and training, organization, duties, powers, limitation, and authority of City Government and the City Attorney's Office. Legal principles and practices including civil, criminal, constitutional, and administrative law and procedures.
- Ordinances, statutes, and court decisions relating to municipal corporations.
- Judicial procedures and rules of evidence, methods of legal research.
- Establish precedents and sources of legal reference applicable to municipal activities.

Ability to:

- Organize, interpret and apply legal principles and procedures.
- Present statements of law, fact, and argument clearly and logically.
- Prepare and present difficult cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Interpret and make decisions in accordance with laws, regulations, and policies.
- Select, supervise, train, and evaluate professional and clerical staff.
- Develop and administer a Department budget.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A Juris Doctorate from an accredited law school.

Experience:

Five (5) years of increasingly responsible professional experience in municipal or other government law including trail experience.

License, Certificate, Registration Requirements:

- Membership in the State Bar of California.
- Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: