CITY OF LOS BANOS
Job Description

POSITION TITLE	ASSISTANT CITY ATTORNEY
DEPARTMENT	ADMINISTRATION
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MANAGEMENT

DEFINITION

Under general direction of the City Attorney, assists in providing comprehensive legal services including counsel, representation, and litigation oversight over citywide matters including, municipal operations, administrative proceedings, policy development, risk management, labor negotiations; drafts and reviews legal documents; provides strategic legal guidance to the City Council, City departments, boards, commissions, and committees; assists in the administration and management of the City Attorney's Office; the incumbent exercises substantial independent judgment and may act on behalf of the City Attorney when delegated or during the City Attorney's absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Attorney. May exercise direct or indirect supervision over legal support staff, contract attorneys, outside counsel, consultants, and other assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Provides legal advice and opinions to the City Council, City Manager, City departments, boards, commissions, and committees regarding municipal operations and legal compliance.
- Interprets and applies federal, state, and local laws, regulations, court decisions, and administrative rulings affecting municipal government.
- Advises City officials and staff regarding the Brown Act, California Public Records Act, Political Reform Act, conflict-of-interest laws, election law, land use and planning matters, public contracting, procurement, municipal finance, environmental compliance, and other areas of municipal law.
- Attends City Council, board, commission, committee, and staff meetings as assigned and serves as legal advisor.
- Assists departments in developing legally compliant policies, procedures, programs, and operational practices.
- Responds to legal inquiries from City officials and employees.
- Conducts legal research and prepares written legal opinions, memoranda, reports, and recommendations.
- Drafts, reviews, negotiates, and approves as to form ordinances, resolutions, agreements, contracts, leases, licenses, development agreements, easements, real property documents, policies, procedures, and other legal instruments.

- Reviews and analyzes proposed legislation, regulations, and court decisions affecting municipal operations and recommends appropriate action.
- Assists in the preparation and review of staff reports, ordinances, resolutions, and other legislative materials.
- Reviews legal documents prepared by City departments and provides recommendations regarding legal sufficiency and risk mitigation.
- Investigates, evaluates, and responds to claims and legal disputes involving the City.
- Represents the City in administrative hearings, arbitrations, mediations, judicial proceedings, and other dispute resolution forums.
- Prepares pleadings, motions, briefs, legal correspondence, and other litigation documents.
- Manages litigation assigned to outside counsel, including monitoring legal strategy, budgets, settlements, and performance.
- Advises City officials and staff regarding risk management and liability prevention strategies.
- Represents the City in Municipal Code enforcement matters and other regulatory proceedings.
- Advises management regarding labor and employment laws, personnel matters, workplace investigations, disciplinary actions, grievances, and employee relations issues.
- Represents the City in labor negotiations, administrative proceedings, arbitration matters, grievance hearings, and personnel appeals.
- Provides legal guidance regarding employee leave laws, discrimination and harassment prevention, wage and hour compliance, and workplace policies.
- Assists in the administration of the City Attorney's Office, including budget development, expenditure monitoring, and resource planning.
- Participates in the selection, supervision, training, mentoring, and evaluation of assigned staff.
- Coordinates and oversees the work of outside counsel, consultants, and special legal advisors.
- Develops and delivers legal training programs for City officials, management, boards, commissions, and staff.
- Coordinates legal services with City departments and outside agencies.
- Maintains awareness of developments in municipal law and implements best practices as appropriate.
- Exercises delegated authority to provide legal advice, make legal determinations, supervise legal operations, attend meetings, and represent the City as necessary.
- Establishes and maintains effective working relationships with elected officials, employees, outside counsel, and regulatory agencies.
- Serves as a trusted legal advisor, strategic partner, and management team member dedicated to supporting the City's mission, goals, and organizational objectives. Regular and reliable attendance is an essential function of this position.
- Serves as Acting City Attorney during the absence of the City Attorney.
- Evening and weekend attendance may be required for City Council meetings, commission meetings, hearings, litigation matters, emergency response, and other City business.

- Performs related duties as assigned.

Knowledge of:

- Operations, services, and activities of a City Attorney's Office.
- Principles and application of civil, Constitutional, and administrative law and procedure.
- Advanced methods and techniques of case management, prioritization, and control.
- Principles, practices, and procedures of municipal law.
- Operations, functions, and legal requirements of California local government.
- Federal and California constitutional, statutory, administrative, and common law.
- Brown Act, California Public Records Act, Political Reform Act, Government Claims Act, and other laws applicable to public agencies.
- Labor and employment law, bargaining, and public-sector personnel administration.
- Land use, planning, zoning, CEQA, public works contracting, procurement, municipal finance, elections law, ethics laws, and real property law.
- Civil litigation, administrative law, judicial procedures, and rules of evidence.
- Legal research methods and legal writing techniques.
- Principles of supervision, leadership, project management, and public administration.
- Budget preparation and administration.
- Modern office technology and legal research tools.

Ability to:

- Analyze complex legal issues and develop practical, legally sound solutions.
- Provide accurate and timely legal advice on a broad range of municipal matters.
- Conduct legal research and prepare clear, concise, and persuasive legal documents.
- Effectively represent the City in negotiations, hearings, administrative proceedings, and court proceedings.
- Manage litigation and coordinate the work of outside counsel.
- Prepare and present cases at all levels of the court system.
- Direct the preparation of legal cases.
- Exercise sound independent judgment and discretion in sensitive and confidential matters.
- Communicate effectively, both orally and in writing.
- Organize and prioritize multiple assignments while meeting critical deadlines.
- Supervise, train, mentor, and evaluate assigned personnel.
- Establish and maintain effective working relationships with elected officials, employees, public agencies, community stakeholders, and members of the public.
- Present legal concepts and recommendations clearly to both legal and non-legal audiences.
- Balance legal risk, operational needs, public policy objectives, and community interests when developing recommendations.
- Manage complex legal matters while balancing legal risk, operational considerations, public policy objectives, and organizational priorities.

MINIMUM QUALIFICATIONS

Training:

Graduate from a college of law school accredited by the American Bar Association or the California State Bar Association with an advanced degree in law.

Experience:

A minimum of five (5) years of progressively responsible legal experience, with the majority of such experience focused on municipal law and public agency representation. Qualifying experience should include service as a City Attorney, Assistant City Attorney, County Counsel, Deputy County Counsel, or senior municipal attorney providing legal services to local government agencies, including two (2) years in a supervisory or management capacity.

Licenses and Certifications:

Active membership in good standing with the State Bar of California at the time of appointment and throughout employment.

If required to drive, possession and maintenance of a valid California driver's license. For positions where ability to drive is not an essential function, the employee must be able to arrange reliable and timely transportation through private or public transportation for attendance at work, off-site meetings, events, and trainings.

Desired Qualifications:

Extensive knowledge of California municipal law, including the Brown Act, California Public Records Act, Political Reform Act, conflict-of-interest laws, land use and planning law, labor and employment law, public contracting and procurement, elections law, government ethics, and related areas affecting local government operations.

Significant experience advising elected officials, executive leadership, department directors, and staff on complex legal, operational, and policy matters.

ADDITIONAL INFORMATION

Physical Requirements:

On a continuous basis, sit, stand, bend, squat, climb, kneel, or twist to work in a standard office setting or reach equipment or when in the field; perform simple and power grasping and fine manipulation to operate a keyboard, office equipment, and audio, visual, or recording equipment; speak, write, see and hear with sufficient acuity to perform essential job functions; lift and carry supplies and equipment weighing between 10 and 25 pounds. Mental strength and resilience to manage emotions to navigate challenges, stressors, and pressure associated with the job.

Working Environment

Work is performed primarily in an office environment with periodic attendance at meetings, court proceedings, administrative hearings, conferences, and other off-site locations. The position may require travel throughout California and attendance at evening and weekend meetings and events.

7/26