



**CITY OF OAKLAND  
EMPLOYMENT OPPORTUNITY**

**DEPUTY CITY ATTORNEY II OR III  
IN THE CITY ATTORNEY'S OFFICE**

**Salary Range:** Deputy City Attorney II: \$112,249.68 – \$137, 832.60 annually; or Deputy City Attorney III: \$123,760.20 – \$151,959.84 annually

**Benefits:** Health, dental, vision, retirement and other competitive benefits

**Recruitment Opens:** September 1, 2017

**Deadline to Apply:** Open until filled

**THE POSITION**

The City Attorney's Office seeks a well-qualified, motivated attorney with significant land use experience for a Deputy City Attorney II or Deputy City Attorney III level in the Advisory Division. Placement will depend upon experience.

The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work.

The City Attorney's Office Advisory Division provides legal advice and counsel to the City in areas including but not limited to land use, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing and economic development. Services include drafting and reviewing contracts, legislation and other documents and on occasion providing litigation services in the defense of ordinances and other administrative actions and in specialized areas including probate and bankruptcy. The City Attorney's Office provides counsel to the City Council, Council committees, Mayor, City boards and commissions, various City-wide task forces and City agencies and departments.

Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney. Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City Departments on a wide variety of issues.

The ideal candidate will have substantial California land use experience, either developed in-house (city, county, other governmental organization, or for a private company) or in a law firm with strong municipal land use expertise. The candidate should have knowledge and significant experience, including the ability quickly and effectively to perform at an advanced level, in CEQA/NEPA, the California Planning and Zoning Law and the the Subdivision Map Act. A strong working knowledge of municipal law basics, such as the Brown Act, the Political Reform Act and the Public Records Act is desired. Expertise in handling land use writs in both trial and appellate courts and suits seeking declaratory and injunctive relief, as well as considerable Planning Commission experience also are desirable.

Typical duties may include, but are not limited to the following:

- Providing legal advice and/or representing the City of Oakland in all aspects of land use law in a rewarding and stimulating environment.
- Performing legal research, interpreting and applying laws and court decisions.
- Drafting and reviewing legal opinions, ordinances, resolutions, contracts, deeds, leases and other legal documents; revising such documents as necessary to meet high legal standards.
- Advising meetings of City Council, City boards and commissions (with particular responsibility for advising the Planning Commission).
- Providing expert advice and legal opinions on a wide range of complex land use and municipal law matters.
- Reviewing staff reports and writing City Council reports.

- Providing legal advice to negotiators.
- Overseeing outside counsel.
- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people; defending legal analyses.
- Responding courteously and promptly to questions posed by members of the public.
- Attending evening and late night meetings, as needed.

### **MINIMUM REQUIREMENTS FOR APPLICATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

- Deputy City Attorney II applicants must have two years of increasingly responsible work experience comparable to a Deputy City Attorney I in the City of Oakland.
- Deputy City Attorney III applicants must have two years of increasingly responsible work experience comparable to a Deputy City Attorney III in the City of Oakland.
- Substantial experience in the land use and environmental law, as generally described above.

#### **Education:**

- Law school graduate.

#### **License or Certificate:**

- A member in good standing of the California State Bar.
- Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours of work, public transportation may not be an efficient method for traveling to required locations. Selected individuals will be required to maintain a valid California Driver's License during City employment or demonstrate the ability to travel to required locations in a timely manner.

#### **Additional Desirable Skills:**

- Language skills, especially in Spanish, Cantonese and/or Mandarin.
- Working knowledge of municipal, state and federal laws, ordinances and codes affecting City government.
- Working knowledge of local court rules and procedures.

#### **Ability to:**

- Interpret and apply various government codes and ordinances.
- Conduct research on legal issues; prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public.
- Complete varied assignments within a narrow time frame.
- Present cases in court and administrative proceedings.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Inspire confidence and respect for legal advice and the City Attorney's Office.
- Skillfully and professionally present legal advice to clients including the elected and high level appointed officials.
- Interact with other in-house attorneys as part of a team, and occasionally as team leader, to provide the best product for clients of the City Attorney's Office.

**HOW TO APPLY**

Submit a City of Oakland employment application, current resume and the attached supplemental questionnaire via email to:

**City of Oakland, Office of the City Attorney  
One Frank H. Ogawa Plaza – 6th Floor  
Oakland, CA 94612  
Attention: Jamie Smith, Executive Assistant to the City Attorney  
jsmith@oaklandcityattorney.org**

This job announcement and additional employment information including the City of Oakland employment application form is available on line at:

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

**The City of Oakland is an Equal Opportunity / ADA employer**

## SUPPLEMENTAL QUESTIONNAIRE

**City of Oakland  
Office of City Attorney  
Deputy City Attorney II or III**

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions, along with your completed application will be used to select the most suitably qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered. Respond to each question fully, describing your specific experience and accomplishments. Responses must be legible and typewritten responses are preferred.

1. Fully describe your experience in land use advisory practice. Include in your answer the types of clients, the nature and scope of issues as well as your role advising clients, including any relevant public agency experience.
2. Provide at least one, but no more than three, writing samples where you were the primary author that would be samples of any of the experiences described in Question 1. Redact any identifying information if necessary.
3. Describe your experience litigating in the area of land use and environmental law Describe in I any relevant public agency experience as well as your interest in this type of practice.

### Certification of Applicant

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date