



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

DEPUTY CITY ATTORNEY III OR IV General Government, Municipal Finance and Tax

Salary Range:

Deputy City Attorney III: \$128,710.56 to \$158,038.20 annually

Deputy City Attorney IV: 141,918.48 to \$174,234.24 annually

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

Recruitment Opens: July 9, 2018

Deadline to Apply: Open until filled

THE POSITION

The Office of the City Attorney seeks an attorney for the position of Deputy City Attorney III or Deputy City Attorney IV with expertise in the municipal finance, revenue, bonds, taxation, fees and assessments. Relevant expertise includes general municipal law practice areas including but not limited to municipal finance, elections, ethics and conflict of interest in the context of municipal finance. Expertise in open meetings laws, public records, parliamentary procedure, public contracting, city charter and constitutional law and/or serving as counsel to legislative bodies, boards and commissions is a plus.

The incumbent may perform a wide range of duties involving municipal finance, revenue, taxes and fees, formation of special assessment and other districts, preparation of ballot measures, parliamentary procedure, public meetings, public records laws, constitutional law, charter interpretations, and other practice areas outlined above.

Duties may include but are not limited to:

- Preparing legal opinions, ordinances, resolutions, contracts and other legal documents.
- Providing expert advice and legal opinions on general government matters such as municipal finance, taxes and fees, formation of special assessment and other districts, public ethics and conflict of interest, ballot measures, public contracting, open meetings, public records laws, constitutional law and parliamentary procedure to the City Administrator and other City executives, the Mayor, City Council and City departments, boards and commissions.

- Representing the City Attorney at meetings of the City Council, City Council committees and other public meetings and providing advice on parliamentary procedure, Brown Act and local open meeting laws.
- Working closely with the City Administrator, elected officials and agency and department executives to ensure compliance with laws and City policies, and advising City officials regarding their duties and powers and developments in current law.

QUALIFICATIONS, EXPERIENCE & EDUCATION

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

The minimum required experience for the position of Deputy City Attorney III is two years of increasingly responsible work experience comparable to a Deputy City Attorney II in the City of Oakland.

Deputy City Attorney IV is a senior classification in the Deputy City Attorney series. The minimum required experience for the position of Deputy City Attorney IV is two years of increasingly responsible work experience comparable to a Deputy City Attorney III in the City of Oakland.

The ideal candidate will have substantial knowledge of and extensive experience in several areas of municipal law. Expertise in areas such as municipal finance, ethics and conflict of interest, elections law, redistricting and open government laws, public contracting, labor/employment and constitutional law is desirable.

The candidate will have a demonstrated ability to handle and master new and diverse areas of law and procedure, and to analyze and research applicable laws, including state and federal and local laws that apply to the City of Oakland.

The candidate will have a demonstrated ability to draft legislation and legal opinions and spot legal issues.

The incumbent must be a graduate of an accredited law school and a member in good standing of the California State Bar.

Bilingual skills are desirable, especially in Spanish, Cantonese and/or Mandarin.

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.

HOW TO APPLY

Submit an employment application, current résumé and completed supplemental questionnaire to:

**City of Oakland, Office of the City Attorney
One Frank H. Ogawa Plaza – 6th Floor
Oakland, CA 94612
Attention: Jamie Smith**

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

www.oaklandcityattorney.org/AboutUs/job_ops.html

Final Filing Date: Open Until Filled

The City of Oakland is an Equal Opportunity / ADA employer

Supplemental Questionnaire Deputy City Attorney III or IV
General Government, Municipal Finance & Tax

Final Filing Date: Open until filled

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, but limit them to one 8.5 x 11" sheet of paper (single or double spaced) per question. Responses must be legible and typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, please specify the organization or jurisdiction for which you worked.

1. Describe your most complex project or transactional/advisory matter in the area of municipal law including areas such as general government, finance, litigation, labor/employment, constitutional law, public records or conflicts of interest, including any cutting edge legal issues, interpretation of case law and the issues and resolution.
2. Fully describe your professional history in the relevant areas of law.
3. Describe any other expertise or experience you feel is relevant to this particular position.
4. Please describe your interest in the areas of law and in this particular position.
5. Attach at least two writing samples that you prepared.

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 _____

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