



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

DEPUTY CITY ATTORNEY III OR DEPUTY CITY ATTORNEY IV REAL ESTATE

Salary Range:

Deputy City Attorney III: \$123,760.20 - \$151,599.84 annually or

Deputy City Attorney IV: \$136,460.04 - \$167,532.84 annually.

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

Recruitment Opens: January 17, 2018

Deadline to Apply: Open until filled.

THE POSITION

The City Attorney's Office seeks a seasoned real estate attorney with significant expertise in development and/or transactional aspects of real estate to fill the position of Deputy City Attorney III or Deputy City Attorney IV, **depending on experience**. Expertise in land use, redevelopment, economic development and municipal law is a plus.

The ideal candidate will fill a position in the City Attorney's Real Estate Unit and will advise the City's Real Estate Department on varied transactional work related to the sale, acquisition and lease of property; the City's Economic Workforce Development Department on varied work related to the development and other disposition of City property; or a combination of both, depending on qualifications. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work in the future.

The City Attorney's Office 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 possibly 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, retirement and other City boards and commissions, various City-wide task forces and City agencies and departments. Real estate and development attorneys handle matters including but not limited to negotiating and documenting transactions for major commercial, mixed-use and residential projects (both market-rate and affordable), leases, licenses, related real estate documents and financing documents. Incumbents perform a variety of professional legal duties involving civil municipal law issues. 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.

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

- Performs legal research, interprets and applies laws and court decisions.
- Negotiates and drafts complex documents, such as leases, disposition and development agreements, exclusive negotiating agreements, and financing documents, related to routine real estate transactions and large-scale development projects.
- Handles all aspects of closings for the sale and other disposition of City property.
- Prepares legal opinions, ordinances, resolutions, service contracts and other legal documents as necessary to meet legal standards and consummate transactions.
- Acts in an advisory capacity at meetings of the City Council and City boards and commissions; advises

City departments on legal matters.

- Reviews staff reports; writes City Council reports.
- Provides legal advice to negotiators and reviews and drafts contracts.
- Develops expertise in a particular area of municipal law.
- Oversees outside counsel.
- Exercises sound judgment and clearly explains legal advice to attorneys and lay people; defends legal analyses.
- Responds to questions posed by members of the public related to City real estate matters.
- May serve as counsel to City Council committees and City boards or commissions.
- Attendance at evening and late night meetings is required.

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:

- Two years of increasingly responsible work experience comparable to a Deputy City Attorney I in the City of Oakland
- Three years of increasingly responsible work experience comparable to a Deputy City Attorney II in the City of Oakland
- Five years of increasingly responsible work experience comparable to a Deputy City Attorney III in the City of Oakland

Education:

- School of law 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 Skills that are Desirable

- Bilingual skills in Spanish, Cantonese and/or Mandarin
- Working knowledge of municipal, state and federal laws, ordinances and codes affecting City government

Ability to:

- Interpret and apply various government codes and ordinances
- Conduct research on legal problems; 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
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Inspire confidence and respect for legal advice
- 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 an employment application and current résumé and complete the attached supplemental questionnaire to:

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

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

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, III or IV – Real Estate, Housing, Economic Development and Redevelopment

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. Describe your experience in negotiating and documenting transactional agreements related to complex development projects, such as development and disposition agreements and exclusive negotiating agreements. 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. Describe your experience in general real estate transactional work, such as title review, leasing, and closings. Please note any particular specialty you may have within this practice area.
3. 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 Questions 1 and 2. Redact any identifying information if necessary.
4. Please explain why you are interested in this position.

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