



**CITY OF OAKLAND
EMPLOYMENT OPPORTUNITY
DEPUTY CITY ATTORNEY V
OFFICE OF THE CITY ATTORNEY**

Salary Range: \$150,441.12 to \$184,697.88 (salary based upon experience)

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

Recruitment Opens: November 6, 2017

Deadline to Apply: Open until filled

THE POSITION

The Oakland City Attorney's Office seeks a well-qualified and highly motivated individual to serve as Deputy City Attorney V for Code Enforcement, General Public Safety and Rent-Related matters.

The ideal candidate for this position will have expertise in municipal law, particularly in the areas of code enforcement, blight and nuisance enforcement, housing, rent regulation, landlord/tenant law (including evictions, renting and remedies), public safety (including police, fire and emergency services), advice to Boards, Commissions and/or City Councils, drafting of ordinances, policies and legal opinions, administrative procedures, administrative hearing/appeals and litigation (including writs, appeals and affirmative litigation).

Deputy City Attorney V is the highest level classification in the Deputy City Attorney series and may be assigned to supervise other attorneys/staff. The position is currently in the City Attorney's Affirmative Litigation, Innovation & Enforcement Division.

Incumbents may receive general supervision from a Special Counsel, Chief Assistant City Attorney or the City Attorney. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in litigation, advice, or transactional work.

Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City Departments on a wide variety of issues.

AGENCY DESCRIPTION

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, public contracting, and economic development. Services include drafting and reviewing contracts, legislation and other documents and potentially 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, Mayor, City Administrator, and City boards and commissions, various City-wide task forces and City agencies and departments. Incumbents perform a variety of professional legal duties involving civil municipal law issues.

The City Attorney's Office also advocates the City's interests in claims and lawsuits litigated in state or federal court and including high-value personal injury cases, complex civil rights actions, breach of contract, personnel disputes, eminent domain actions, inverse condemnation and alleged Constitutional violations.

Services performed by this position also include drafting and reviewing contracts, legislation and other documents, and providing counsel to the City Council, City Council Committees, Mayor, City Boards and Commissions, including the Housing, Residential Rent and Relocation Board, City agencies and departments and various citywide task forces.

JOB DESCRIPTION

Duties may include but are not limited to:

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- Providing legal advice to Planning and Building staff, Rent Adjustment Program staff and other departments.
- Supervising a team of attorneys working on rent, code enforcement and general public safety matters.
- Preparing, reviewing and overseeing legal opinions, ordinances, regulations, resolutions, contracts and other legal documents.
- Providing expert advice and legal opinions on building and housing code matters, blighted and nuisance properties, foreclosed properties, and related ordinances such as the Tenant Protection Ordinance and regulations to the City Administrator, Director of Planning and Building, Director of Building Services and other City executives, the City Council, City departments, and other boards and commissions.
- Preparing for and representing the City in judicial and administrative hearings including citation appeals, administrative writs, traditional writs, affirmative litigation and settlement conferences, trials, appeals and other similar actions.
- Working closely with City administrators, elected officials and agency and department executives to ensure compliance with laws and City policies.
- Acting in an advisory capacity at meetings of the City Council, City Boards and Commissions, and advising City departments on legal matters.
- Reviewing staff reports and writing City Council reports.
- Handling administrative hearings and appeals.
- Initiating and prosecuting civil litigation, including civil rights and housing cases.
- In some cases, incumbent may assist in, nuisance, vacant and foreclosed housing programs, tenant relocation and other substantive areas as needed.
- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people, defending legal analyses.
- Attendance at some evening and late night meetings is required.

Minimum Qualifications

One year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland, or

Ten years of professional experience in relevant areas of law.
Candidates should have excellent writing and oral argument skills.

Education:

Graduate of accredited school of law.

License or Certificate

A member in good standing of the California State Bar.

Incumbents in this position are 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. Due to assignments and hours of work, public transportation may not always be an efficient method for traveling to required locations.

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.

Ability to:

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems and prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Present cases in court and administrative proceedings.
- Handle stressful and sensitive situations with tact and diplomacy.
- Provide professional leadership, guidance and technical expertise to assigned staff.
- Work independently or as part of a team.
- Form or work with a multidiscipline team.
- Manage multiple demanding programs, cases and projects with competing deadlines.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public, and in litigation.
- 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.

Benefits

The City of Oakland offers an excellent salary and benefits package. The benefits package includes:

- Public Employees Retirement System (PERS) retirement.
- Dental plan and orthodontics for employee and dependents.
- Vision plan for employee and dependents.
- Health plan fully or partially-paid, depending on your plan choice.
- Life insurance.
- Management leave, vacation leave, sick leave and holidays.
- Deferred compensation plan.
- Professional Development Allowance

HOW TO APPLY

Submit a completed City of Oakland employment application, current résumé and the attached supplemental questionnaire by email to:

Jamie Smith, Executive Assistant to the City Attorney
jsmith@oaklandcityattorney.org

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

Recruitment Opened: November 3, 2017

Deadline: 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. Responses must be legible and typewritten responses are preferred.

1. Describe your most complex project or advisory matter in the area of building, housing code advice or public safety, including any cutting edge legal issues, interpretation of case law and the issues and resolution.
2. Describe your experience in the area of blight or public nuisance and code enforcement, including trial preparation and trial experience, and the outcome of any case(s).
3. Describe your most complex litigation or administrative action experience, including any trial preparation and trial experience, and the outcome of the case(s).
4. Describe your professional history in blight, nuisance, building and housing code matters, landlord/tenant law, rent regulation or municipal public safety matters.
6. Please describe your interest in this area of law and in this particular position.
7. Attach at least two writing samples that you prepared, ideally one in a litigation matter and one in an advisory matter or legislation drafting.

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

Signature

Date