



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

DEPUTY CITY ATTORNEY V General Government & Finance

Salary Range: \$141,918.48 to \$192,085.80, depending on experience

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

Recruitment Opens: June 13, 2018

Deadline to Apply: Open until filled

THE POSITION

The Office of the City Attorney seeks a top level attorney for the position of Deputy City Attorney V with some experience and expertise in municipal law. The attorney likely will supervise attorneys currently in the General Government and Finance unit and possibly other practice areas. Experience relevant to the unit includes, among other things, expertise in general municipal law practice areas including municipal finance (bonds, taxation, fees, and assessments), conflicts of interest, elections law, open meetings laws, public records, supervising employees and labor/employment. Experience serving as counsel to City Council committees, boards and commissions is a plus.

Deputy City Attorney V is a management level position. The incumbent may perform and supervise a wide range of duties involving municipal law, municipal finance, taxes and fees, formation of special assessment and other revenue districts, public contracting, conflicts of interest, elections law, open meetings, public records, constitutional law and charter interpretation. The incumbent will advise city officials and departments on municipal finance and other practice areas outlined above, and will supervise assigned staff attorneys that handle a wide range of practice areas.

Duties may include but are not limited to:

- Preparing, reviewing and overseeing 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 financing districts, conflict of interest, elections law, public contracting, open meetings, public records and constitutional law to the City Administrator and other City executives, the Mayor, City Council and City departments, boards and commissions.

- Supervising assigned staff attorneys, reviewing written opinions, legislation and reports of assigned attorneys, preparing annual performance evaluations and carrying out other management duties as assigned.
- Working closely with the City Administrator, elected officials and agency and department executives to ensure compliance with laws and City policies, and keeping City officials apprised of the developments in current law and their duties and powers.
- 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.

QUALIFICATIONS, EXPERIENCE & EDUCATION

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

Deputy City Attorney V is the highest classification in the Deputy City Attorney series. The minimum required experience is two years of increasingly responsible work experience comparable to a Deputy City Attorney V in the City of Oakland, or ten years professional experience in relevant areas of law.

The ideal candidate will have expert knowledge of and extensive experience in several areas of municipal law.

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.

Expertise in areas such as municipal finance, conflict of interest, elections law, open government laws, public contracting, labor/employment and constitutional law is desirable.

Experience in management of attorneys/legal teams is desirable.

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 V General Government & Finance

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 municipal finance, labor/employment, constitutional law, conflicts of interest, open meetings, public records, public contracting or litigation, 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 your most successful experience in management of attorneys or legal teams.
4. Describe your interest in the areas of law and in this particular position and why you believe you have the skills, expertise and aptitude to perform this work.
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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