



## CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

### SPECIAL COUNSEL OR DEPUTY CITY ATTORNEY V IN THE OFFICE OF THE CITY ATTORNEY

**Salary Range:**

Special Counsel: \$157,962.84 to \$193,936.92

Deputy City Attorney V: \$150,441.12 to \$184,697.88

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

**Recruitment Opens:** Monday, April 10, 2017

**Deadline to Apply:** Open until filled.

### THE POSITION

The City Attorney's Office seeks a well-qualified, highly motivated attorney to serve as Special Counsel or Deputy City Attorney V for real estate and economic development matters and rent- related advice and counsel.

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

The Advisory Division of 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 on occasion providing litigation services in the defense of ordinances and other administrative actions and in specialized areas such as probate and bankruptcy.

Additionally, the City Attorney's Office is legal counsel for the City Council, Council committees, Mayor, City Administrator, City Auditor, City boards and commissions, various City-wide task forces and City agencies and departments.

The Deputy City Attorney V may receive general supervision from a Special Counsel, Chief Assistant City Attorney or the City Attorney. The Special Counsel may receive general supervision from a 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.

#### **Agency Description**

The City Attorney's Office provides legal advice and counsel to the City in areas including, but not limited to, real estate, land use, personnel, elections, conflicts of interest, municipal finance, retirement, housing and economic development. Services include drafting and reviewing contracts, legislation and other documents and representing the City when it is sued and filing affirmative litigation to advance and protect the rights of all Oaklanders.

The ideal candidate will have substantial and significant real estate, housing, economic development, and redevelopment experience. Experience in supervising attorneys, handling general administrative matters, and managing outside counsel also is desirable. A strong working knowledge of municipal law basics, such as the Brown Act, the Political Reform Act, and the Public Records Act is a plus. The ability to quickly develop proficiency in new areas of law and general municipal law is essential, and the ability to work effectively in a diverse environment also is essential.

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.

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

### **Job Description**

#### **Duties may include but are not limited to:**

- Supervising attorneys in the Real Estate/Economic Development/Rent Program units. Providing advice and guidance and reviewing work of the supervised attorneys
- Handling supervisory administrative matters including allocating work assignments among supervised attorneys; preparing attorney performance reviews, and attending meetings with senior City staff, City Attorney management and other attorney supervisors, attending meetings with elected and appointed, high level City officials
- 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
- Preparing legal opinions, ordinances, resolutions, service contracts, deeds, leases, disposition and development agreements, negotiating agreements, loan documents, and other legal documents; revising such documents as necessary to meet legal standards
- Acting in an advisory capacity at meetings of the City Council, City boards and commissions; advises City departments on legal matters
- Reviewing staff reports; writes City Council reports
- Providing legal advice to negotiators and reviews and drafts contracts
- Developing expertise in a particular area of municipal law
- Overseeing outside counsel
- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people and defending legal analyses
- Responding to questions posed by members of the public
- May serve as counsel to City Council committees and City boards, or commissions
- Attending evening and late night meeting on matters and issues regarding real estate, redevelopment and rent-related matters.
- Responding courteously and promptly to questions posed by members of the public.

### **Minimum Qualifications**

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:**

- **Special Counsel** must have ten or more years of increasingly responsible professional work experience comparable to a Special Counsel in the City of Oakland in relevant areas of law. Special Counsel should have sophisticated and top notch expertise in the specialized area of real property, real estate, redevelopment.
- **Deputy City Attorney V** must have one year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland or a minimum of 10 years of professional experience in relevant areas of law.

### **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.
- 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

## **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:

City of Oakland, Office of the City Attorney  
One Frank H. Ogawa Plaza, 6<sup>th</sup> Floor  
Oakland, California 94612

**Attention: Jamie Smith at [jsmith@oaklandcityattorney.org](mailto:jsmith@oaklandcityattorney.org)**

This job announcement and additional employment information including the application form is available on-line at: [www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

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

2108765v2

## Supplemental Questionnaire

**Recruitment Opened: Monday, April 10, 2017**

**Deadline: Open until Filled**

### Special Counsel or Deputy City Attorney V

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 real estate/redevelopment advisory practice. Also describe examples of your experience in general economic development matters. 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. Especially pertinent would be disposition and development agreements or related documents involving public agency- private party transactions that you prepared. Redact any identifying information if necessary.
3. Describe your experience, if any, litigating in the areas of real property and redevelopment law as well as any experience litigating in the areas of land use and environmental law.
4. Describe any relevant public agency experience as well as your interest in this type of practice.

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

---

**Signature**

---

**Date**