



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

SPECIAL COUNSEL SUPERVISING REAL ESTATE AND LAND USE UNITS IN THE OFFICE OF THE CITY ATTORNEY

Salary Range: \$157,962.84 - \$193,936.92

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

Recruitment Opens: Wednesday, January 24, 2018

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 supervising attorneys who handle real estate and economic development matters and land use matters.

The ideal candidate will have substantial and significant real estate, housing, economic development, and redevelopment experience and land use expertise. Experience in supervising attorneys, handling general administrative matters, and managing outside counsel also is desirable.

The Special Counsel will directly advise and also supervise attorneys who provide advice, including but not limited to (1) the City's Real Estate Department on varied transactional work related to the sale, acquisition and lease of property, (2) the City's Economic Workforce Development Department on varied work related to the development and other dispositions of City property, (3) the Planning Commission, (4) the Planning and Zoning Departments and the Building Services Department on all aspects of land use permitting, and (5) the Housing and Community Development Department.

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, housing, public works, parks and recreation, health and welfare, library and various other public services, personnel, elections, conflicts of interest, municipal finance, retirement, housing and economic development. Services include negotiating and drafting and advising regarding development agreements, 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, tax 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. Attorneys in the land use and real estate units of the Advisory Division advise the Community and Economic Development Committee of the City Council and the Planning Commission at their open and closed session meetings.

Real estate and land use attorneys provide legal advice and counsel to the City in areas including, but not limited to, real estate, land use, conflicts of interest, finance, housing and economic development, building services and planning and zoning. This includes 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, advice regarding the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), California Planning and Zoning Law and the Subdivision Map Act. Services include drafting and reviewing contracts and permits, negotiating and drafting legislation, development agreements and other documents and assisting/supporting defense and affirmative litigation to advance and protect the rights of all Oaklanders.

A 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.

Job Description

Duties may include but are not limited to:

- Supervising attorneys in the Real Estate/Economic Development and Land Use 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 high-level elected and appointed City officials.
- Directly providing advice and counsel for and handling projects, negotiating and drafting development agreements and contracts and serving as co-counsel or lead counsel with supervised attorneys on projects and matters. The size of the units is small and the supervising attorney necessarily has his/her own projects/matters/cases for which s/he is responsible in addition to supervising the supervised attorneys.
- Performing legal research, interpreting and applying laws and court decisions.
- Providing legal advice to negotiators and negotiating and drafting 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.
- Handling all aspects of closings for the sale and other disposition of City property.
- Preparing legal opinions, ordinances, resolutions, service contracts, deeds, leases, disposition and development agreements, loan documents and other legal documents as necessary to meet legal standards and consummate transactions.
- Acting in an advisory capacity at meetings of the City Council, City boards and commissions; advising City departments on legal matters.
- Reviewing staff reports; writing 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.

The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work or to a non-supervisory role in the future. 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 and other agencies on a wide variety of issues.

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 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.

Ability to

- Interpret and apply various government codes and ordinances.
- Conduct research on legal issues and 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 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, 6th Floor
Oakland, California 94612

Attention: Jamie Smith at 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

Special Counsel Real Estate & Economic Development and Land Use

**Recruitment Opened: Wednesday, January 24, 2018
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. Fully describe your experience in real estate/redevelopment transactional practice related to complex development projects, such as development and disposition and exclusive negotiating agreements and title review, leasing and closings. Provide examples of matters/projects you have handled and include in your answer the types of clients, the nature and scope of issues as well as your role advising clients.
2. Fully describe your experience in land use transactional practice. Provide examples of matters/projects you have handled and include the types of clients, the nature and scope of issues as well as your role advising clients, including relevant public agency experience.
3. Describe examples of your experience in general economic development matters.
4. 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.
5. Describe your experience in supervising attorneys, including but not limited to supervising land use, real estate/economic development and/or other areas.
6. 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

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