

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT POSITION

**CITY ATTORNEY**

**DEFINITION**

Serves as principal legal advisor to, and agent of, the City of Daly City and its officials; directs and controls the functions and staff of the City Attorney's Office; performs related work as required.

**EXAMPLES OF DUTIES**

Provides legal opinions and advice to the City Council, Mayor, City Manager, and Department Heads regarding matters such as their actions, powers, duties, functions, and obligations as City Officials; attends meetings of the City Council, and other Boards, Commissions, and Committees as may be required, and renders legal advice on agenda items; monitors the development of and analyzes legislation and court decisions affecting City operations; reviews and prepares proposed contracts, bond and financing papers, insurance policies and other documents affecting the City; monitors and controls liability claims and lawsuits; prepares or reviews drafts and assists in the negotiation of proposed agreements; prepares or reviews ordinances, resolutions, deeds, pleadings, contracts, and other legal documents; appears before courts and administrative proceedings to represent the City's interests as required; prosecutes for civil remedies to enforce Civil ordinances, abate public nuisances, recover for damages to City property, files condemnation actions for public purposes and other matters; coordinates legal activities with other City departments and divisions, and with outside legal agencies; trains, supervises and evaluates staff.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** The organization, duties, powers, limitations, and authority of City Government, its officials, and the City Attorney's Office; legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures; ordinances, statutes, and court decisions affecting municipal corporations; judicial procedures and rules of evidence; legal research methods; established precedents, and sources of legal reference applicable to municipal activities; and the principles and practices of public administration in respect to budgeting, supervision, and training.

**Ability to:** Effectively plan, organize, and direct the activities required of a City Attorney's Office; organize, interpret, and apply legal principles and knowledge of

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complex legal problems; effectively apply legal knowledge and principles in court; present arguments and facts logically and clearly; effectively train, supervise and evaluate assigned staff; communicate effectively orally and in writing; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** Authorized to practice law in the Federal Court and all courts of the State of California.

**Experience:** Five years of progressively responsible experience as a practicing supervising attorney in a municipal or other similar governmental setting.

**License:** Possession of a valid Class C California Driver's License.

R: 02/07