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
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