



## CITY ATTORNEY

Class Code:  
0011

Bargaining Unit: Non-represented

CITY OF SUNNYVALE  
Established Date: May 15, 2012  
Revision Date: Jul 1, 2015

### **SALARY RANGE**

\$0.00 - \$218,303.00 Annually

### **DEFINITION:**

Under policy direction of the City Council, provides legal representation and legal counsel in all matters to the City Council, its committees, its boards and commissions, to the City Manager, and to the departments of the City of Sunnyvale.

### **DISTINGUISHING CHARACTERISTICS**

This position serves as one of two Council-appointed officers and as a department head. The City Attorney plans, organizes, and directs activities of the City Attorney's Office and provides assistance and advice to City staff in accordance with policies of the City Council; and participates in the handling of litigation and other legal work. This position exercises direct supervision over professional, technical and support staff.

### **ESSENTIAL JOB FUNCTIONS:**

*(May include, but are not limited to, the following):*

- Plans, organizes, coordinates, directs, and participates in the provision of legal services provided by the City Attorney's Office.
- Represents and advises the City Council, boards, commissions, and all City officers in all matters of law pertaining to their offices.
- Represents the City in all legal actions.
- Prepares or assists in the preparation of all City ordinances, resolutions, agreements and contracts, and approves the form of such instruments.
- Supervises and trains subordinate attorneys and executive clerical staff.
- Responds to requests for information or complaints from the general public on legal issues when not in conflict with the City Attorney's representation of the City.
- Attends all meetings of the City Council and provides City Council with advice or opinions.
- Provides legal counsel and assistance in the field of employee relations.
- Provides and oversees representation for the City in Worker's Compensation cases.
- Works with individual Council members on application of conflict of interest and Brown Act procedures.
- Maintains a current and usable municipal code.
- Acts as legal counsel to water and sewer utilities.
- Assists the City Clerk in the conduct of elections and drafts ballot proposals.
- Develops new legislation to implement the policies of the City Council.

- Represents the City in the community and at professional meetings as required.
- Coordinates for defense and prosecution with outside counsel, as needed for effective representation of the City.

**WORKING CONDITIONS**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine motor coordination when using a computer keyboard. Additionally, the position requires near and far vision when reading and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, push and pull files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**MINIMUM QUALIFICATIONS:****Education and Experience:**

The minimum qualifications for education and experience can be met in the following way:

A Juris Doctor degree from an accredited law school, AND

Seven years of active practice, preferably in the field of municipal law, including two years of supervisory and/or management experience.

**Thorough knowledge of:**

- Ordinances, statutes, and court decisions related to municipal entities, particularly in the areas of community development, public works, public safety and finance.
- Organization, powers, and limitations of governmental functions and officials with particular emphasis on municipalities.
- Organization and operating procedures of a City Attorney's Office.
- City governmental structure and administration.
- Philosophies, techniques and principles of municipal law and the legal system.
- The rules of order governing the conduct of public meetings.

**Ability to:**

- Analyze legal problems, issues, questions and other situations requiring legal interpretation and provide recommended courses of action.
- Exercise initiative, creativity and sound judgment in solving difficult administrative, technical and personnel problems.
- Manage a department, including selecting, directing and evaluating departmental staff; and budget development.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Coordinate legal programs and problems with Council, commissions, management and staff, and the community.
- Conduct legal research; review documents for legal sufficiency; determine legal issues, analyzing them and applying legal principles, facts, evidence and precedents.
- Maintain the level of knowledge required for satisfactory job performance.

- Assist City staff and officials in dealing with general operational issues.
- Utilize various specialized software applications.
- Prepare and present complex cases in court, including jury trials.
- Observe safety principles and work in a safe manner.

**Licenses/Certificates:**

Active membership in the State Bar of California, and 9th Circuit US District Court

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternate transportation as approved by the hiring authority and a safe driving record.