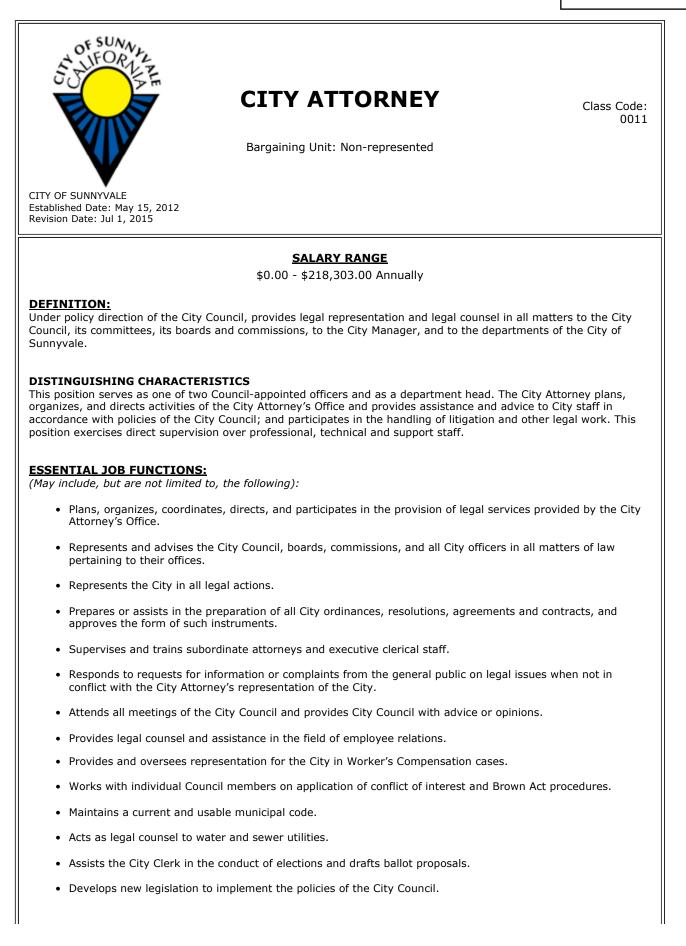
Attachment 6



- 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, statues, 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.