



Job Code: 0039
FLSA: E
Unit: MGMT
Revised:

CITY ATTORNEY

DEFINITION

The City Attorney is an exempt position appointed by and directly responsible to the City Council. Responsibilities include serving as the City's legal advisor, representing the City in legal proceedings, preparing and reviewing a variety of legal documents, performing related work as required.

TYPICAL DUTIES

1. Advises and represents the City Council, boards, commissions, City officials and employees in legal matters.
2. Prosecutes and defends the City in appearances before courts, boards and commissions.
3. Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.
4. Prepares and reviews the legality or sufficiency of contracts, bids, leases, bonds, insurance and claims against the City.
5. Prepares and reviews ordinances, resolutions, contracts, agreements, and other legal documents for approval by the City Council.
6. Supervise and direct the staff and activities of the City Attorney's office.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General laws and administrative regulations governing state municipalities.
2. Court decisions affecting state municipalities.
3. Legal proceedings and practices.

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Ability to:

1. Analyze and draw intelligent conclusions from statutes, court decisions, and legal documents.
2. Ability to research and prepare complex ordinances, resolutions, contracts, agreements, and other legal documents.
3. Ability to express ideas effectively, orally and/or in writing.

Education:

Experience:

Five (5) years experience in the practice of law for a governmental jurisdiction, preferably a municipality.

License:

Admission by the Bar to the practice of law before all courts of the State of California.

Valid California driver's license.