

## **OFFICE OF THE SAN DIEGO CITY ATTORNEY**

Deputy City Attorneys I-VI perform professional legal duties of similar type and character. Work of Deputy City Attorneys at each of these levels is distinguished by increasing proficiency and skill in independently handling legal issues, matters, and cases of increasing complexity and risk to the City with experienced legal judgment, skill and acumen.

### **DEPUTY CITY ATTORNEY VI**

#### **Civil Advisory Division**

#### **DISTINGUISHING CHARACTERISTICS & SCOPE OF WORK:**

Provides the highest level of expertise in the assigned areas of law or specialty. Independently and competently performs advanced legal duties related to complex legal matters and cases. Regularly leads projects of critical importance to the City, which carry substantial consequences of success or failure. Knows when to escalate high-profile and sensitive matters to senior and executive management. Provides high-level advice, training, and/or guidance in their assigned fields of practice to deputies and others as subject matter experts. May supervise deputies, paralegals, investigators, and other City Attorney personnel. Recognizes and appropriately responds to politically sensitive situations with confidential memos, meetings, and other communications.

#### **EDUCATION & EXPERIENCE**

Typically, at least fifteen (15) years of experience as an attorney with at least ten (10) years of experience practicing municipal law. Membership in the State Bar of California.

#### **KNOWLEDGE, SKILLS & ABILITIES**

1. Sophisticated awareness of potential Charter/City issues and CORE<sup>1</sup> area issues that arise in assigned areas. Recognized legal authority and subject matter expert with advanced expertise in principles, practices, and procedures related to assigned areas. Makes independent decisions. Sufficiently familiar with other areas to coordinate overlapping assignments or issues. Resource for other DCA's, ACA's and City Attorney personnel. Ability to present at Council meetings and to serve as legal counsel to Council at meetings. Ability to issue clear legal advice to the assigned client and to build trust in the attorney/client relationship.
2. Highest Advanced understanding of City and the duties, powers, and limitations of a city government and prosecutorial authority; pertinent federal, state, and local laws, codes, and regulations; and the City Attorney's Office structure, expectations, policies and procedures.
3. Advanced interpersonal communication and collaboration skills, including proven ability to actively listen, negotiate, persuade, problem-solve, and educate. Skills to gain trust and build credibility with a broad group of colleagues, clients, and the community.
4. Expert research and analytical skills; ability to readily identify critical legislative changes in area of specialty. Subject matter expert for Office guidance resources.
5. Ability to maintain confidentiality and exercise discretion and diplomacy when handling sensitive or potentially sensitive issues. Demonstrated commitment to the highest ethical standards, including California Rules of Professional Conduct. Independently interprets and resolves matters related to rules, procedures, and ethics.

6. High-level, advanced coaching and leadership skills to incorporate feedback and provide clear expectations, guidance, and performance feedback to less experienced DCAs, legal support staff, interns, and volunteers. Exceptional ability to mentor, train, and coach all levels of staff, interns, and volunteers; provide for succession planning in area of specialty.

**ESSENTIAL FUNCTIONS:**

1. Regularly counsels and advises senior and executive management, often on issues that can have broad implications. Serves as a superior and masterful trusted strategic partner with City departments providing practical advice and alternative solutions to business issues.
2. Develops objectives and ensures timely service according to established priorities. Delegates work effectively to maximize efficiencies.
3. Provides clear expectations and mentors less experienced DCAs, legal support staff, interns, and volunteers to establish a strong commitment to teamwork and to meet proficient levels of productivity and accuracy.
4. Demonstrates a commitment to advancing diversity and inclusion – is collaborative, supportive, respectful of differences, and committed to fairness and diversity in all interactions, both within and outside the team. Actively champions equity in advancing initiatives and encourages participation in mentoring opportunities. Spearheads efforts to ensure equal opportunity in recruitments through diverse representation on hiring committees and outreach efforts.
5. Has superior written communication skills. Adheres to standards outlined in the City Attorney’s Style Manual. Creates and delivers effective materials and/or presentations appropriate to a particular audience. Presents all communications with Office, client, court, court staff, and opposing counsel in a proficient, professional and courteous manner.
6. Seeks professional development & leadership opportunities.

**DIVISION FUNCTIONS:**

1. Serves as a trusted and expert strategic legal advisor with City departments, providing superior advice and alternative solutions to business issues. May act as a liaison with outside counsel.
2. As a recognized skilled expert, provides effective and timely advice and counsel on highly complex legal matters in specialty areas of law and provides influence on the identification and framing of systemic legal issues, and the masterful formulation and advancement of approaches to address them.
3. Researches and prepares superior oral and written memoranda, opinions and reports; recognizes when issues require alternative analysis and approaches.
4. Reviews and drafts contracts on high-level to more complex matters. Provides strategic and expert legal direction, management guidance, and advanced oversight on complex projects.
5. Advanced skills at preparing ordinances amending the San Diego Municipal Code or City Charter and reviews draft ordinances prepared by others.
6. Advanced to expert knowledge in CORE areas, Civil Advisory structure and functions, and assigned legal areas; competent and exceptional understanding of CEQA and contracting.
7. High-level understanding to present or support clients on items at Council and Committees or other public hearings.
8. May be assigned to sit with higher- level decision-making bodies, Council, or Committees.
9. Demonstrates a commitment to leadership in the Office by spearheading practice groups and mentoring junior deputies and others as needed.

10. Provides high-level briefings to Council Members and Mayor/Mayor's staff on items at Council and Committees.
11. Executes initiatives and implements strategies to address solutions to systemic or emerging issues.

**SUPPLEMENTAL INFORMATION:**

Attorneys in this position must be able to travel to locations outside the office; therefore, possession of a valid California Class C driver's license and personal vehicle or other means to travel are required.

**ENVIRONMENT/WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with occasional to routine exposure to the external environment when going to outlying offices or meetings and off-site locations. Incumbents may be required to work extended hours including evenings and weekends. Deputy City Attorneys are exempt under the FLSA.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. May require occasional to frequent walking of up to .5 miles to off-site locations.