

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Assistant City Attorney	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 51

**Description:** The Senior Assistant City Attorney is an experienced attorney who assists the City Attorney as legal counsel for the City.

**Distinguishing Characteristics:** The Senior Assistant City Attorney reports to the City Attorney and may supervise junior attorneys, professional and administrative staff, and may act as the City Attorney in the City Attorney's absence.

**Examples of Duties:** Typical duties for this position may include, but are not limited to, the following:

- Serves as team leader on major projects, including directing, overseeing, and approving the work of others, including contracted outside counsel.
- Serves as designated advice counsel to one or more City departments.
- Conducts legal research and analysis and applies applicable Federal, State, and local law.
- Provides high-quality written and oral legal advice on a variety of legal issues to City Council, City boards, commissions, and committees and City departments.
- Negotiates and drafts legal documents, including, but not limited to, contracts, deeds, leases, permits, licenses, etc.
- Drafts ordinances, resolutions, Council Policies, Administrative Instructions, and related documents.
- Drafts Council reports and legal memoranda as needed.
- Reviews and approves staff reports.
- Supervises and mentors junior attorneys to foster their development in the legal profession.
- Supervises paralegal and administrative staff.
- Assists with preparation of performance evaluations for junior attorneys, paralegals, and administrative staff.

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- Attends evening meetings of the City Council and other boards, commissions, and committees as needed.
- Acts as City Attorney in the City Attorney's absence.
- Performs other related duties as assigned.

**Minimum Qualifications**

**Knowledge and Experience:**

- Seven (7) years of recent experience as a practicing attorney.
- Knowledge and expertise in at least one (1) the following areas of law:
  - Finance and Taxation;
  - Land Use and Planning;
  - Affordable Housing;
  - Real Estate;
  - Public Contracting and Procurement;
  - Labor and Employment; and
  - Litigation.

**Education:** A graduate of a law school accredited by the American Bar Association.

**License or Certificate:** An active member of the State Bar of California in good standing.

**Ability to:**

- Conduct thorough legal research and analysis.
- Draft clear and concise legal memoranda.
- Provide sound legal advice to elected and appointed City officials, department heads, and City staff.

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- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with coworkers and clients.
- Supervise, coach, and mentor junior attorneys.
- Handle difficult, high-profile, or politically sensitive matters with tact and diplomacy.
- Work independently and as part of a team.

**Desirable Knowledge and Experience**

- Knowledge and expertise in one (1) or more of the following areas of law is highly desirable but not required:
  - Code Enforcement;
  - Conflict of Interest/Government Ethics;
  - Brown Act/Opening Meeting Laws;
  - Public Records Act;
  - Environmental Law;
  - Elections;
  - Government Claims;
  - Information Technology; and/or
  - Federal and State Civil Rights.
- Direct experience performing the following duties is highly desirable but not required:
  - Drafting ordinances, resolutions, Administrative Instructions, Council Policies, or procedures.

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- Drafting, reviewing, and revising contracts.
- Serving as legal counsel to a local government board, commission, or committee.

Established: December 1991

Revised: December 2023

HRD/CLASS SPECS

Senior Assistant City Attorney