

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: ASSISTANT CITY ATTORNEY**

**DEPARTMENT: CITY ATTORNEY**

**BASIC FUNCTION:**

Under general direction of the City Attorney, to perform difficult and highly responsible legal work; advise city officials and major services areas on legal issues through research and consultation; prepare opinions, ordinances, and resolutions; represent and advise the city, the Redevelopment Agency, and the Carlsbad Municipal Water District on legal issues; advise and participate in all civil litigation; prosecute civil and criminal violations of city ordinances; and perform other related duties as assigned.

**KEY RESPONSIBILITIES:**

Provide legal advice to City Council, Boards, Commissions, Committees, City Manager, Assistant City Manager, all major service areas, and city department heads; perform legal research and interpret and apply laws, decisions and other legal authority.

Litigate all assigned cases, including claims against city and violations of ordinances and codes.

Prepare trial and appellate briefs and represent the city in court.

Prepare various legal documents including contracts, ordinances, resolutions, leases, motions, deeds, memoranda, opinions and other documents.

Act as legal advisor to city Boards, Commissions and Committees, Personnel Board, Design Review Board, Housing Commission, Planning Commission, provides code enforcement.

Review and update ordinances, rules and regulations necessary for municipal compliance with State and Federal laws, including environmental, financial disclosure, conflicts of interest, political reform, subdivision, redevelopment, planning, coastal act and housing laws.

May assign, supervise and review the work of professional, clerical, interns and other subordinates involved in a wide variety of legal research and record maintenance work.

Represent the city in the community and with professional organizations.

Review and approve bids, bonds, insurance and claims.

Perform necessary legal work related to the acquisition, disposal and improvement of real property.

Serve on committees and projects as assigned.

Perform related duties as determined by the City Attorney.

Serve as Acting City Attorney as assigned.

## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- State and local government law, including land use, labor and employment, water law, tort, contract, public works, construction, labor and redevelopment law, and computerized legal research.
- Principles and procedures of municipal law and the ability to apply this knowledge, method and practice in order to achieve the Council's goals and objectives and to implement its policies, procedures and programs in a lawful manner.
- Judicial procedures and the corresponding rules of evidence; local ordinance, state and operation; municipal government structure and operations and relationships to other public jurisdictions.
- City of Carlsbad's codes, ordinances, policies, rules and practices.

### **Ability to:**

- Prepare legal documents.
- Review and propose solutions to legal issues.
- Explain and apply complicated legal principles to the programs, policies and operations of the city government.
- Represent the city in litigation and administrative proceedings.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work cooperatively and effectively with management staff, employees and others.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing.
- Work well under pressure to meet deadlines.

## **EXPERIENCE AND EDUCATION:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Graduation from an American Bar Association accredited law school and admission to the California State Bar Association and admission to practice law in California state and federal courts, and three years of professional municipal experience including significant trial and/or appellate experience.

**SPECIAL REQUIREMENTS:**

A member of the California Bar and qualified to practice law before all of the courts of this state and all federal courts as necessary including the United States Supreme Court.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Mar. 5, 1999