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January 4, 2023

## CHIEF PLANNING COUNSEL

### **DEFINITION**

Under general direction of the City Attorney or designee, serves as legal counsel for the City, and in administering all phases of City legal work; performs specialized and complex legal work in connection with significant legal issues or critical specialty areas; performs the most complex legal duties in support of the City's Planning Board, Historical Advisory Board, City Council and related bodies; performs other related work as required. This position may also be assigned to perform prosecutorial work on behalf of the City and/or the People of the State of California, similarly under the general direction of the City Attorney, Chief Assistant City Attorney, or designee.

### **DISTINGUISHING FEATURES**

This classification is established above other attorney classification series, providing for an elevated level of decision making associated with complex and specialized legal services, and performing the most complex duties in support of the City's Planning Board, Historical Advisory Board, City Council and related bodies with very limited supervision or direction. This classification is further distinguished by having the ability to assign, supervise, and review the work of more junior attorneys as assigned. Specialized legal services may be in areas such as: litigation and claims liability, public contracting, planning, zoning and environmental laws, complex transactions, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, records retention, state election laws, state and federal law pertaining to public utility law, redevelopment law, federal law and regulations pertaining to development of former military bases, and /or risk management.

### **EXAMPLES OF DUTIES**

1. Acts as principal counsel in specialized legal matters such as those pertaining to litigation and claims liability, human resources, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, public utilities, redevelopment, development of former military bases, and /or risk management.
2. Directs specified program area activities of the City Attorney's Office.
3. Represents the City and its officers and employees in litigation as necessary, including preparation of pleadings, briefs, motions and other documents; appears before federal and state courts and administrative agencies.
4. Negotiates and drafts and/or approves complex and routine ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
5. Performs legal research and prepares complex and routine opinions considering the actions, powers, duties, functions and obligations of the City Council, City officials, City departments and various agencies, boards and commissions.
6. Provides legal assistance to various agencies or boards
7. Confers with and renders assistance to department heads in establishing departmental policies by applying legal points and procedures; recommends changes in policies and procedures to meet legal requirements.
8. Assists in or prepares cases for administrative and judicial hearings and represents the City in such hearings.
9. Coordinates and supervises the work of outside counsel engaged by the City for special legal issues and litigation matters.
10. Represents the City Attorney at various City Council, board and commissions meetings and in court as assigned.
11. Responds to citizen complaints and requests for information.
12. Serves as Acting City Attorney as required.
13. Assists in budget preparation and administration as assigned.
14. Supervises, trains and evaluates assigned staff attorneys and support staff.
15. Represent the City and/or the People of the State of California in prosecuting violations of state and/or local laws through criminal, civil and/or administrative proceedings.
16. Conduct public meetings, workshops and training session to provide community education.
17. Plan, coordinate, and support the City's Planning Board, Historical Advisory Board, City Council and related bodies by performing a variety of highly complex legal tasks related to land use, planning, and CEQA.

## **EMPLOYMENT STANDARDS**

### **Education/Experience**

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

Education: Juris Doctor degree from an accredited law school.

Experience: Five years of progressively responsible experience as a practicing attorney. Substantial experience in a lead or supervisory capacity, and in specialized legal matters such as those pertaining to litigation and claims liability, public contracting, planning, zoning and environmental laws, complex transactions, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, , records retention, state election laws, public utilities, redevelopment, development of former military bases, and /or risk management is highly desirable

### **Knowledge**

Knowledge of legal principles and practices including civil, criminal and administrative laws and procedures; judicial procedures and rules of evidence; methods of administrative laws and procedures; judicial procedures and rules of evidence; methods of legal research; law and practices related to municipal government; principles and practices of public administration; specialized knowledge in areas such as litigation and claims liability, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, tidelands, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, state and federal law pertaining to public utilities , redevelopment, development of former military bases and /or risk management.

### **Ability**

Ability to effectively perform and administer all phases of City legal work including those requiring specialized knowledge; analyze, appraise, and apply legal principles and precedents to difficult legal problems; conduct legal research, prepare sound legal opinions and a variety of legal documents; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret, apply and explain rules, laws, regulations, policies and procedures; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; establish and maintain effective working relationships with employees, public officials, community organizations and the general public; assist in budget preparation and administration; coordinate, facilitate and support stakeholder meetings; supervise, train and evaluate assigned staff.

### **Other Requirements**

Bar Admission in any US state or territory and ability to obtain membership in the State Bar of California within 12 months of employment.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.