

The City of Livermore

invites you to apply for an exciting
employment opportunity



Deputy City Attorney (At-Will)
Assistant City Attorney (At-Will)
(One vacancy to be filled at either the Deputy or Assistant level)



The City of Livermore/City Government

Located approximately 50 miles east of San Francisco, with a varied population of approximately 89,648 residents, Livermore is an integral part of the San Francisco Bay Area. Successfully competing in the global market as a knowledge-based, resource-rich economy, the City is powered by its wealth of research, technology, and invention. Livermore's arts, culture, western heritage, and vibrant wine industry provide a unique blend to this special community. Livermore's General Fund is \$91.5 Million with a total operating budget of \$172.4 Million, which funds 453 FTE employees. Livermore employees exemplify the City's Mission Statement:

"Livermore will provide, efficient, attentive and courteous service; promote economic vitality and innovation; and work to enhance the community and quality of life for Livermore citizens."

Quality of life is fundamental to the active Livermore lifestyle with an all-embracing community experience. Livermore offers access to 46 parks, 15 miles of bicycle trails and paths, the Lake Del Valle recreation area, championship golf courses, a junior college, 45 wineries, vibrant premium shopping outlets, year-round cultural and civic events, a preeminent downtown with dining, entertainment, shopping, and a cultural district including a 500-seat performing arts theatre. The character, heritage, and smart growth of Livermore make it a special place to live, work, and play.



The City Attorney's Office

Our mission is to provide high-quality legal counseling, advice, and advocacy that is timely, professional, and clear. The City Attorney's Office represents and advises the City Council, advisory body members, officials, and staff in all matters of law related to City business. The City Attorney's Office consists of four attorneys, a risk manager, a management analyst, and three support staff.

The Position

The City Attorney's Office currently has one vacancy at either the Assistant or Deputy City Attorney level. All attorneys are designated 'At-Will' and do not have a legal right to continued employment with the City.

Our attorneys are dedicated and accept the professional responsibility to help the City with its legal needs. As such, they are valued team members and strategic problem solvers that provide legal advice that is both informed and practical to help the City achieve its goals. Our attorneys work the hours necessary to accomplish the assigned duties, including evening and weekend hours, and attend evening meetings, as needed.

Under general direction of the City Attorney, the Assistant City Attorney and Deputy City Attorney responsibilities include:

- Drafting, reviewing, and revising transactional documents, ordinances, resolutions, opinion letters, legal memoranda, and agenda reports.
- Identifying legal issues, and working with City officials and staff to eliminate or mitigate their effect.
- Monitoring and researching legal developments and trends, including proposed legislation and court decisions, and communicating their impact on City operations.
- Participating in all phases of City litigation pending in state and federal court and before administrative bodies.

Minimum Qualifications

Education: Requires a Juris Doctorate from an accredited law school and active membership in the California State Bar.

Assistant City Attorney Experience: At least five years of experience in the practice of law, with at least two years in California municipal law, is required. Must have some litigation and transactional experience. Experience providing advice and counseling in a wide variety of practice areas affecting City business is preferred.

Deputy City Attorney Experience: This is an entry-level attorney job classification. Experience practicing California municipal or other government law is highly desirable, particularly in the areas of open government and ethics, land use, public contracting, and municipal tort liability.

License: Requires a California Class C Drivers' License and a satisfactory driving record, as determined by the City.

The Ideal Candidate

Candidates are expected to be skilled in the fields of municipal and public law. The ideal candidate will have an excellent academic record, strong writing, analytical, and public presentation skills, and the ability to work cooperatively with City officials, staff, and the public.

The ideal Deputy City Attorney has rudimentary experience in the fields of municipal and public law, and the skill set and desire to gain experience in a wide variety of practice areas affecting City business. The Deputy City Attorney candidate should be prepared to accept increasing responsibility as his or her experience grows.

The ideal Assistant City Attorney has experience in a wide variety of practice areas affecting City business, such as open government and ethics, land use, elections, personnel, finance, environmental protection, economic development, municipal services and utilities, contracting, business regulation, liability, litigation, and code enforcement. The Assistant City Attorney candidate should be familiar with the division of operational duties and responsibilities within a City. It is further distinguished from the Deputy City Attorney by the greater variety and complexity of assignments that involve a higher degree of sensitivity and risk that have greater consequences for the City.

Candidates for either position will possess the following characteristics:

- Knowledge of California law and procedure, as well as administrative law and practices.
- Experience in the core areas of municipal law practice: open government and ethics, land use, public contracting, and municipal tort liability.
- Experience with civil litigation, preferably from case intake to development of case strategy through trial and appellate work.
- Proficiency in performing complex legal research and problem solving to provide sound counseling and recommendations.
- Ability to plan, organize, review, and evaluate varied legal activities and functions consistent with the City Attorney's direction.
- Ability to produce high quality legal work under pressure.
- Ability to exercise appropriate independent judgment.
- Poise to establish and maintain effective working relationships.
- Willingness to be a valuable team player and accept the responsibility to help the City achieve its goals.



Compensation & Benefits

The City of Livermore offers a highly competitive compensation and benefits package for management employees. All attorney positions are FLSA exempt and represented by the Livermore Management Group (LMG), and are At-Will, as defined by the City's Personnel Rules and Regulations.

- ◆ **Monthly Base Salary Range:** **Deputy City Attorney** \$8,389-\$10,486; **Assistant City Attorney** \$11,805-\$14,757
- ◆ **Health/Medical Benefits:** \$1,950 per month toward medical, dental and/or additional life insurance; the unused balance or waiver of coverage is paid as taxable income. City provides \$150,000 life insurance coverage; LTD insurance, and up to \$100 per month reimbursement for health club monthly dues.
- ◆ **Administrative Leave:** 112 hours per year of administrative leave. (Pro-rated at time of hire.)
- ◆ **Vacation:** Vacation is accrued at the rate of 3.1 hours per pay period during the first year and 4.62 hours per pay period the second year.
- ◆ **Retirement:** CalPERS enrollment in either the 2% @ 60 (Classic Member) or the 2% @ 62 (New PERS Member) formula is dependent on the individual's eligibility, as per AB 340. Employee pays the full member rate. (Classic Member pays 7%; New PERS Member pays 6.25%, and this rate is subject to change.) The City does not participate in Social Security except for Federal Medicare.
- ◆ **Retirement Health Savings:** City contribution of 4% of base salary to the employee's retirement health savings account (RHSAs).
- ◆ **Deferred Compensation:** City contributes \$92.30 per pay period to the employee's 457 plan. Effective July 9, 2018, the City will increase its contribution with a required employee match. See LMG contract for details.
- ◆ **Holidays:** 12 paid holidays per year.
- ◆ **Sick Leave:** Accrued at the rate of 3.7 hours per pay period.

The Process

Apply online at www.cityoflivermore.net/jobs by **5:00 PM on Monday, October 9, 2017**. A complete application, resume, writing samples, and answers to a supplemental questionnaire must be received in Human Resources by the filing deadline. All materials will be carefully reviewed to determine the best qualified candidates who will be invited to participate in an assessment process, which may include multiple interviews and a written exercise. The assessment will tentatively take place during the week of October 23, 2017.

The successful candidate must complete a pre-employment process which may include reference checks, and employment/education/state bar verification. References will not be contacted until mutually agreeable later in the examination process. Appointment to City employment is contingent upon passing a fingerprint criminal history and DMV check, and providing proof of United States citizenship or authorization to work in the United States.

For questions regarding this opportunity, please contact the City of Livermore's Human Resources Division at hr@cityoflivermore.net or (925) 960-4100.

AMERICANS WITH DISABILITIES ACT (ADA): If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.



Note: Information contained in this brochure is subject to change and doesn't constitute either an expressed or implied contract.

The City of Livermore is an equal opportunity employer and supports workforce diversity.