

CITY ATTORNEY (EM)

DEFINITION

Administers the provision of all legal work for the City, as provided for in Section 703 of the Charter of the City of Santa Ana, the Redevelopment Agency, the Housing Authority and the Industrial Development Authority.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Represents and advises the City Council and all City officers in all matters of law pertaining to their offices. Gives legal advice or opinions in writing whenever so requested by the City Council or by any of the officers and boards of the City. Prepares or approves all City ordinances or resolutions and amendments to them. Prosecutes criminal cases in violation of the City Charter or ordinances; prosecutes misdemeanor offenses and infractions as warranted. Represents the City or any City officer or employee in any actions or proceedings in which the City or any of its officers or employees is concerned or is a party. Approves all bonds as to form and all contracts entered into by the City. Represents and advises the Redevelopment Agency and agency officials in all matters of law pertaining to their offices. Represents and advises the Housing Authority and Authority officials in all matters of law pertaining to their offices. Supervises and manages all work of subordinate staff. Performs other related duties as required.

MINIMUM OR DESIRED QUALIFICATIONS

Education: Graduation from an accredited law school; undergraduate degree in business, public administration, or related field desirable.

License: Active membership on the State Bar of California, U.S. District Court Bar, Central District, and 9th Circuit U.S. Court of Appeals Bar.

Experience: Previous experience managing a municipal law office in a similar size city would be helpful.

Knowledge of: Civil, Criminal, Municipal, Redevelopment and housing authority laws, practices and procedures.

Ability to: Effectively manage and supervise a professional staff of attorneys and support staff; effectively communicate with the public, City Council, City staff, and other governmental officials; knowledge of computers and local area networks.

ORGANIZATIONAL RELATIONSHIPS:

City Council

City Attorney

Assistant City Attorney

City Manager

Deputy City Attorney (Variable)

City Clerk

Law Office Supervisor

Legal Secretary (Variable)

Law Clerk

File Clerk (part time)

Legal Interns (part time)

Class title established per Council Resolution No. 58-281,  
effective 7-1-96

Class specification reviewed: 12/94  
ADA Approved: 12/94