



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Discussion of City Attorney Recruitment (HR)

MEETING DATE: Wednesday, February 18, 2004

PREPARED BY: Human Resources Director

RECOMMENDED ACTION: The purpose of this item is to update the City Council on the City Attorney recruitment.

BACKGROUND INFORMATION: The City Attorney recruitment will open on Monday, March 1, 2004 and close on Friday, April 16, 2004. Advertisements will be placed in Western City magazine, Jobs Available, Lodi News Sentinel, Stockton Record, and the Sacramento Bee. Additionally, other League of California resources and outreach will be employed to notify and attract the largest based applicant pool.

After the filing period has closed, the Human Resources Director will meet with the City Council or a subcommittee thereof to receive input on the screening criteria for this position.

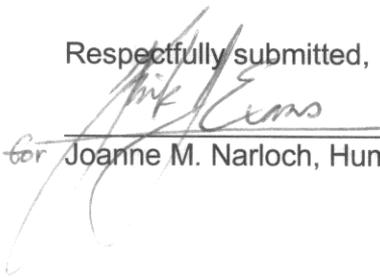
Attached for the City Council's review is a copy of the following: Job Specification for City Attorney, Draft of Recruitment Brochure, and copy of the advertisement placed in Western City magazine. (Exhibits A-C).

The time table for the recruitment is tentatively as follows:

Filing Period for Applications:	March 1, 2004 – April 16, 2004
Review of Applications:	Week of April 19, 2004
Assessment Process:	Week of April 24, 2004
Interviews with City Council:	Week of May 3, 2004

FUNDING: N/A

Respectfully submitted,



for Joanne M. Narloch, Human Resources Director

cc: Interim City Attorney

APPROVED: 
H. Dixon Flynn, City Manager

CITY OF LODI

April 19, 1995

CITY ATTORNEY**DEFINITION**

Under policy direction and supervision of the City Council, acts as the Chief Legal Officer of the City with responsibility for all aspects of the City's legal work, whether performed by professional in-house staff or outside counsel; acts as the legal representative in City matters for all elected and appointed officials and City departments; performs related work as assigned by the City Council.

CLASS CHARACTERISTICS

This single position class manages all City legal activities, including civil and criminal litigation, whether performed by in-house staff or outside counsel. Responsibilities include personally handling sensitive and complex legal matters and rendering advice and opinions to the City Council, City Boards and Commissions, and City departments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Develops and directs the implementation of goals, objectives, policies and procedures, budget and work standards for the Legal Department;
- Plans, organizes, administers, reviews and evaluates the activities of professional, support and contract staff; selects assigned staff and provides for their training and professional development;
- Supervises the institution and defense of all litigation involving the City;
- Studies and interprets laws, court decisions and other authorities and provides legal advice to all City boards and commissions, the City Council and City departments regarding legal implications of all City operations;
- Evaluates all legal claims filed against the City and recommends appropriate action;
- Defends the City and its employees in lawsuits against them for acts done in the performance of their duties;
- Represents the City in court cases;
- Reviews the sufficiency of all legal documents to which the City is a party;
- Represents the City in the collection of claims;
- Prepares a variety of periodic and special reports related to Legal Department activities and legal cases;
- Monitors legal developments, including proposed legislation and court decisions related to municipal law and activities; evaluates their impact on City operations and recommends appropriate action;
- Attends City Council and other required meetings.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and procedures of civil and criminal law, particularly as they are related to municipal government, including civil, criminal and administrative procedure;
- Principles, methods, and practices of legal research and investigations;
- Judicial procedures and the rules of evidence;
- Pleadings and practices and effective techniques in the presentation of court cases;
- Municipal government organization, structure and functional responsibilities;
- Responsibilities and obligations of public officials and administrative agencies;
- State and federal laws and constitutional provisions affecting municipal operations;
- Administrative principles and practices including goal setting, budget development and implementation and employee supervision.

Ability to:

- Plan, organize, administer, review and evaluate professional, contract and other support staff;
- Select, train, motivate and evaluate departmental staff;
- Perform complex legal research, analyze complex problems, evaluate alternatives and make sound recommendations;
- Prepare clear, concise and complete legal documentation and reports, correspondence and other written materials;
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards and internal controls;
- Analyze and apply legal principles and precedents to specific local government problems;
- Make effective court and hearing presentations;
- Establish and maintain effective work relationships with those contacted in the course of the work;
- Represent the City effectively in meetings with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to graduation from a college or university with an appropriate law degree.

Experience:

Five years experience in the active practice of law in the State of California which has included two years in a lead or supervisory capacity. Extensive experience in a municipal setting and in the active practice of law, including litigation, are desirable.

LICENSES AND CERTIFICATES:

- Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles. Must be a current member of the California State Bar Association.

City of Lodi



City of Lodi, California
Invites Your Interest in
The Position of

City Attorney

City of Lodi

Human Resources
221 W. Pine Street
Lodi, CA 95240



The City

The City of Lodi and its surrounding area offer something for everyone – City lake, wineries, museums, street faires, unique shops, zoo, lush parks, golf courses and fine restaurants. Lodi is an agricultural community with a population of 60,500. Although growing, Lodi has managed to retain a small-town charm, with its quality of life-enriching art symphony and drama groups, churches, and even boating in the Mokelumne River that flows through town. The Lodi area is well known for its grape and wine industry. Lodi has excellent park facilities, with Lodi Lake serving as the crown jewel of the park system. Centrally located in California’s San Joaquin Valley, the City lies 90 miles east of San Francisco and 34 miles south of Sacramento. The City is fiscally sound and maintains a stable workforce. Outdoor enthusiasts will find that the coast, mountains, rivers and lakes are within easy reach for their enjoyment.



THE POSITION

The City Attorney's Office consists of a City Attorney, Deputy City Attorney and Legal Secretary. It provides legal services to the City Council, City Manager, Department Heads, Boards, Commissions and a full time staff of approximately 480 City employees. Duties include drafting ordinances and resolutions, preparing City contracts, handling litigation in which the City is a party and prosecuting violations of the Municipal Code, as well as advising on employment issues and zoning and land use matters.

MINIMUM QUALIFICATIONS

A JD from an accredited law school, admission to practice in California and at least five years of broad experience, two of which were in a supervisory capacity. Extensive experience in a municipal setting is highly desirable.

THE "IDEAL" CANDIDATE

- The ideal candidate will be an articulate, experienced attorney with a strong background in municipal law.
- In-depth knowledge and experience with municipal utilities (electric, water and wastewater), and environmental law is desirable.
- Sensitivity to responsible growth requirements and knowledge of the current issues and challenges facing city governments is required.
- The City Council is looking for an individual with good standing and reputation in the community and the legal profession, who is highly motivated, objective and who has a strong sense of personal and professional integrity.
- Excellent verbal and written communication skills are a must.
- Should be solution-oriented, able to anticipate issues and implement preventative/proactive measures as necessary.



COMPENSATION & BENEFITS

- **Salary:** Salary is negotiable depending on qualifications and experience.
- **Medical:** The City provides full coverage for employees.
- **Dental:** The City provides full coverage for employees.
- **Vision:** The City provides full coverage for employees.
- **Public Employees Retirement System (PERS):** The City provides the local miscellaneous 2% @ 55 retirement formula and also contributes the 7% employee contribution to the retirement system. The City does not participate in the Social Security System.
- **Life Insurance:** The City provides life insurance at the rate of 1-1/2 times the annual salary.
- **Long-Term Disability:** The City provides coverage for the employee.
- **Administrative Leave:** Ten (10) days administrative leave each calendar year.
- **Holidays:** Four (4) floating and nine and one-half (9-1/2) fixed holidays per year.
- **Sick Leave:** Ten (10) days per year, with unlimited accumulation.
- **Vacation:** Ten (10) to twenty (20) days per year depending on years of service.
- **Deferred Compensation:** Up to \$13,000 annually may be deferred at the option of the employee. The City will also match up to 2% of the employee's contribution.
- **Flexible Spending Account:** Employees may elect to participate in three options.



TENTATIVE SELECTION PROCESS

All dates and times for the selection process are tentative.

March 1, 2004—April 16, 2004

Filing Period for Applications

Week of April 19, 2004

Review of Applications

Week of April 24, 2004

Assessment Process

Week of May 3, 2004

Interviews with City Council

To apply, submit a resume, salary history, salary requirement, and five (5) work-related references to Joanne Narloch, Human Resources Director, 221 West Pine Street, Lodi, CA 95240.

Phone: (209)333-6704

E-mail: jnarloch@lodi.gov

The final filing date is **Friday, April 16, 2004.**





CITY ATTORNEY

City of Lodi, CA

The City of Lodi is seeking a dynamic individual with strong interpersonal and leadership skills to provide legal guidance and advice to the City Council, City Manager, Department Heads, staff and various boards and commissions.

The City of Lodi is a general law city incorporated in 1906 that operates under the council-manager form of government. The City (population 60,500) is centrally located in California's San Joaquin Valley and is especially known for its grape and wine industry.

The City Council is looking for an individual who is responsive, highly motivated, objective, with a strong sense of personal and professional integrity. Excellent verbal and written communication skills are a must. The ideal candidate should be solution-oriented, able to anticipate issues and implement preventative/proactive measures as necessary.

The City Attorney will be an articulate, experienced generalist with at least five years experience and a strong background in municipal law. Experience with municipal utilities (wastewater, water, and electric) and environmental law is desirable. Sensitivity to responsible growth requirements and knowledge of current issues and challenges facing city governments is required. Salary is open/negotiable DOQ.

To apply, submit a resume, salary history, and five work-related references to Joanne Narloch, Human Resources Director, 221 W. Pine Street, Lodi, CA 95240. Phone: (209) 333-6704, e-mail: jnarloch@lodi.gov. The final filing date is April 16, 2004.