

exciting employment opportunity

# City Attorney

CITY OF RICHMOND



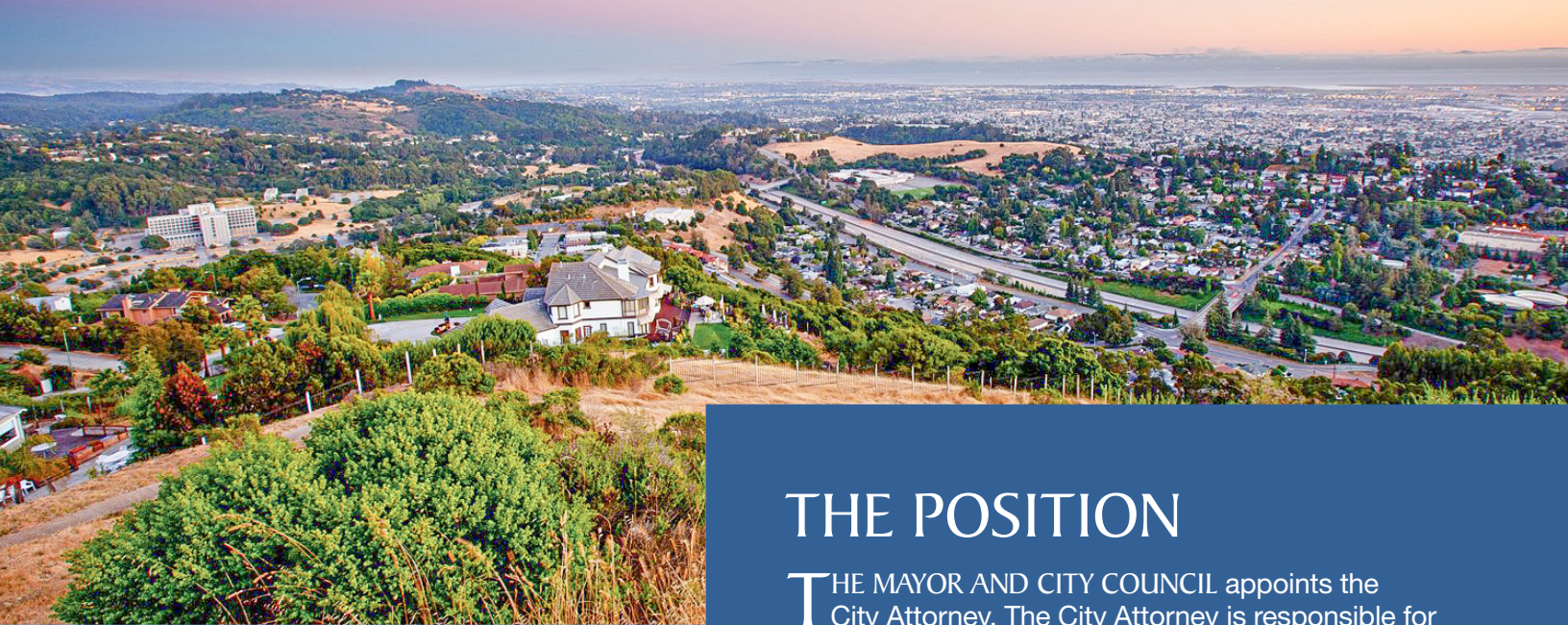


# CITY OF RICHMOND

## The City of Pride and Purpose

**INCORPORATED IN 1905**, the City of Richmond lies on the east shore of the San Francisco Bay, five miles north of Berkeley, and seven miles "as the crow flies" from downtown San Francisco. In WWII, Richmond had the largest and most productive shipyards in the world, proudly celebrated today by the Rosie the Riveter WWII Home Front National Historical Park. Richmond has a population size of 110,000 and is one of the most racially and ethnically diverse cities in the Bay Area. The City has substantial economic resources based on its affordability, central location in the Bay Area, and access to multimodal water, rail, transit, bus, and freeway transportation.

Richmond's climate is slightly warmer than the coastal areas bordering the San Francisco Bay but is more temperate than the regions further inland. More miles of Bay shoreline and more miles of San Francisco Bay Trail than any other Bay Area city give the area many ways to enjoy the great weather and enchanting waterfront. From the Bay Trail and dog-friendly parks to beaches and watersports, museums, golf, art centers, cultural performances, antique shops, ethnic foods, music, and restaurants, Richmond has something for everyone. Because of its residents' diversity and plentiful outdoor activities, Richmond is a warm and welcoming city for business people, land use, and historic contributions to the future.



## THE ORGANIZATION

**T**HE CITY OF RICHMOND IS A FULL-SERVICE CITY operating under the Council-Manager form of government, with a seven-member City Council. The City Attorney, City Manager, City Clerk, and the Citizens Police Review Commission Investigative Officer report to the City Council. The City Council also sits as the governing body of the Housing Authority. The City of Richmond provides a full range of municipal services, including police and fire protection, construction and maintenance of streets and infrastructure; library services; stormwater and municipal sewer systems; and the administration of recreational activities and cultural events.

The City also operates the Richmond Memorial Convention Center and the Port of Richmond. The general fund budget for FY2019-20 is approximately \$176.2 million and 722.5 FTEs. To learn more, visit the City's website at [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)

## THE POSITION

**T**HE MAYOR AND CITY COUNCIL appoints the City Attorney. The City Attorney is responsible for overseeing legal matters involving the City of Richmond. The incumbent provides leadership, timely and reliable legal advice, support, representation, and counsel in an expansive range of areas. The successful candidate will work collaboratively in support of the seven-member City Council, City Manager, City Boards and Commissions, City Departments, and agencies within the City to achieve cohesion in shared goals. The City Attorney attends and represents the City's legal interests first and foremost at all City Council meetings (including Closed Sessions and Council Workshops) and other committee meetings. The City Attorney must remain impartial.

They will **review**, **approve** and **prepare** ordinances, resolutions, staff reports, contracts, deeds, leases, legal opinions, and other legal documents;

**Review** and **advise** on all claims filed against the City;

**Direct** and **supervise** the defense of all litigation involving the City and oversee services provided by outside legal specialists engaged by the City for specialty work.

The FY 2019–2020 operating budget for the City Attorney's Office is approximately \$1.8 million. The Office of the City Attorney currently includes a staff of six attorneys and three support staff.



## THE IDEAL CANDIDATE

THE CITY OF RICHMOND SEEKS A CITY ATTORNEY with a breadth of legal experience, a team builder, and a hands-on manager. The ideal candidate will have a track record of successfully managing a municipal legal office. They will have exceptional verbal and written communication and demonstrable interpersonal skills. They will thrive in a dynamic, fast-paced, complex organization. The ideal candidate will be politically astute while being neutral and independent and will be able to stand firm on positions. Independent and objective recommendations and counsel will be essential. They will have a servant-leader management style and will work to establish and maintain effective working relationships cross-departmentally and with the public.

Because the City of Richmond is a highly diverse community, the ideal candidate will be comfortable working with people from different ethnic, economic, and political backgrounds. They will need to possess the presence to engage with the City's constituency and operate in a transparent and relatively high-profile environment. The City Attorney will do well if they are an inclusive and thoughtful legal advisor who listens first and seeks input. A commitment to public service and integrity and honesty are vital to the ideal candidate's long-term success.



## QUALIFICATIONS

The City Council will select a City Attorney with a unique and compelling combination of skills and experience in California municipal law. As a result, any education and experience that would provide the required knowledge and abilities are qualifying. The top candidates will have credibility in the legal profession and be known as legal strategists and innovative leaders who are well-versed across a broad range of issues. Being skilled as a generalist in municipal law and managing a law office on a multitude of topics will be critical. Candidates will need to demonstrate a depth of expertise and knowledge in some of the following key areas: land use and planning, environmental law (CEQA, NEPA), parliamentary procedures, real estate, Brown Act, contract and franchises, election codes, California Public Records Act, public safety, preparing ordinances and resolutions, property rights and acquisition, code enforcement, ports, and maritime law, transportation, and housing.

**Education:** Juris Doctor degree from an accredited law school is required.

**License:** Current active membership in good standing with the California State Bar.

**Experience:** At least three (3) years of progressively responsible experience in the practice of public law, including experience supervising professional and clerical legal staff.



# COMPENSATION & BENEFITS

**T**HE SALARY RANGE for this outstanding opportunity is: **\$148,056–\$235,680**, and appointment will be made within this range depending upon qualifications. The salary is complemented by a generous benefits package that includes:

**RETIREMENT.** CalPERS 2.7% @ 55 for classic employees (8% employee contribution); 2% @ 62 for employees new to CalPERS (6.75% employee contribution).

**MEDICAL.** Managed through CalPERS with multiple options. Maximum benefit paid by the City of Richmond is the Kaiser HMO family rate.

**DELTA DENTAL, VISION SERVICE PLAN & EMPLOYEE ASSISTANCE PROGRAM** are provided at no cost to the employee.

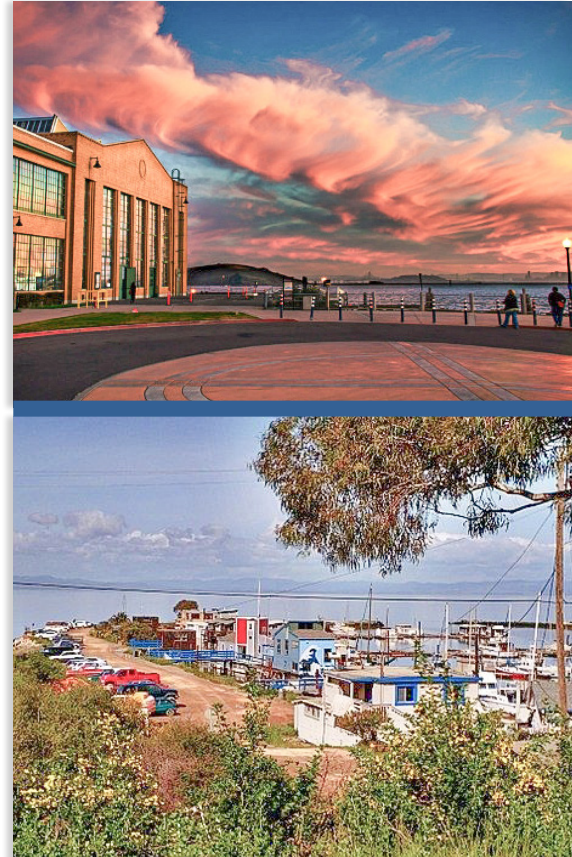
**LIFE INSURANCE.** 2x annual salary up to \$250,000 benefit

**LONG TERM DISABILITY INSURANCE.** 60% of salary up to \$5,000 per month after 30 day waiting period.

**PAID HOLIDAYS** (12 per calendar year), **Floating Holidays** (five per calendar year), and **Administrative Leave** (11 day per fiscal year).

**VACATION.** Ten days, increasing after three years and vacation credit for prior employment.

**SICK LEAVE.** Twelve days annual sick leave and payment for unused sick leave.



## THE SELECTION CRITERIA

**F**OLLOWING THE CLOSING DATE, all resumes will be evaluated based on the qualifications criteria outlined in this brochure. The most qualified candidates will be invited to a panel interview with subject matter experts. Finalist will be invited to an interview with the City Council. Appointment to the City Attorney position will be based on best fit, competency, education, training, and experience as it relates to the position of City Attorney and is contingent on successful completion of background and reference checks.

## TENTATIVE RECRUITMENT SCHEDULE

Closing Date for Submission: **Tuesday, July 7**

Review and Screening of Submission: **Week of July 6**

Panel Interview: **Week of July 20**

Interview with City Council: **Week of July 27**

## APPLICATION PROCESS

Please visit [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) to apply. Follow the link above for the full job listing or call **510.658.5633** for more info. You can also reach the Koff & Associates Recruiting team at [recruiting@infokoff.com](mailto:recruiting@infokoff.com)

*The City of Richmond is an Equal Opportunity Employer that encourages workforce diversity.*



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