



CITY OF SANTA ROSA
ASSISTANT/DEPUTY CITY ATTORNEY
TRANSACTIONAL



JOIN SANTA ROSA'S LEGAL TEAM!

The City of Santa Rosa, a full-service charter city located in scenic Sonoma County, is seeking either a first level (Deputy City Attorney) or a more experienced second level (Assistant City Attorney).

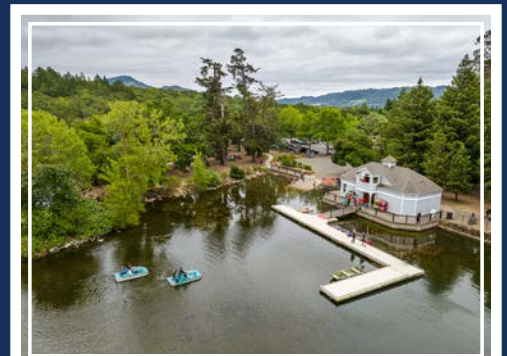
This legal professional will be a transactional attorney who, under the direction of the City Attorney, will support various client departments on diverse transactional matters including, but not limited to, public agency contract review and compliance. This skilled legal professional will bring a solutions-oriented approach to day-to-day operations in a robust and fast-paced environment.

Based on workload and increasing legal demands across City functions, this legal professional will have plenty of opportunities to contribute to a healthy, forward-looking, and collegial team environment.

Be part of a dynamic, diverse, and knowledgeable organization committed to excellence in serving a thriving community! The City is committed to building a workforce reflective of its community and establishing a lasting culture of equity and belonging within the organization. The City's collective talents and expertise contribute to high-quality public services that support a vibrant, resilient, inclusive City for its community and visitors. The City of Santa Rosa celebrates a diverse workforce and welcomes all qualified candidates to apply.

THE COMMUNITY OF SANTA ROSA

The City of Santa Rosa is located just 55 miles north of San Francisco and 30 miles east of the Pacific Ocean with a population of over 186,000 and is the 26th largest city in the state. Santa Rosa is the seat of Sonoma County and the center of trade, government, commerce, and medical facilities for the North Bay. The surrounding area is home to over four hundred wineries and vineyards, many beautiful parks and recreational facilities, including 16 golf courses, and the spectacular Northern California coastline. Santa Rosa is in the center of a nationally recognized cycling area. It boasts many attractions associated with large cities, including a symphony, performing arts center, theater productions and internationally recognized restaurants and breweries, yet still retains the warmth and small town feel of decades past. Santa Rosa has been named one of the 50 greenest cities in the United States with one of the top five mid-sized downtowns in California.





GOVERNMENT STRUCTURE AND CITY OVERVIEW

Santa Rosa is a charter city and operates under a Council-Manager form of government. The City Council is comprised of seven members representing districts. The City Council selects the Mayor from among its members to serve a two-year term. The City Council appoints both the City Manager and the City Attorney.

The City's Fiscal Year 2024-25 Operating and Capital Budget is \$508.8 million across all funds and is comprised of \$458.2 million of operational funding and \$50.6 million of capital project funding, with approximately 1,308 full-time equivalent employees. As a full-service city, Santa Rosa has the following departments/divisions: City Attorney, City Clerk, City Manager, Communications & Intergovernmental Relations, Finance, Fire, Housing & Community Services, Human Resources, Information Technology, Parking, Planning & Economic Development, Police, Real Estate Services, Recreation & Parks, Transportation & Public Works, and Water.

THE CITY ATTORNEY'S OFFICE

The Santa Rosa City Attorney's Office is comprised of highly skilled attorneys with significant public agency experience. It is a collegial and forward-looking office, highly regarded by local judges, the legal community, the City Council and City employees. The Office is committed to providing excellence in legal services and support for elected and appointed City officials, departments, boards, and commissions, as well as representing the City efficiently and effectively in litigation and administrative proceedings. The Office is integrally involved in shaping the future of the City and community of Santa Rosa. Teresa Stricker began as the City Attorney in November 2023 and reports directly to the City Council. Under her leadership, the Office is organized with the following complement of 16 budgeted positions:

- ◆ Chief Assistant City Attorney (1)
- ◆ Assistant City Attorney (6)
- ◆ Deputy City Attorney (1)
- ◆ Administrative Team: Office Administrator (1), Legal Secretaries (3), Administrative Secretary (1), and Paralegals (2)





RESPONSIBILITIES OF THE ASSISTANT/DEPUTY CITY ATTORNEY

This position requires a legal professional who is organized, communicates well, and is self-motivated as day-to-day assignments will be determined and priorities set through direct interaction with key staff.

The distinguishing characteristics between the Assistant City Attorney and Deputy City Attorney position are the complexity of the work and the experience level. The Assistant City Attorney class performs legal services that are more difficult and complex and require an increased level of independent judgment and level of supervision responsibilities. Both the Assistant City Attorney and Deputy City Attorney positions may provide direction and indirect supervision of personnel in legal, clerical, and paralegal positions. Both the Assistant City Attorney and Deputy City Attorney classifications are represented by a union ([*Unit 17 MOU*](#)).



Responsibilities include assisting in all phases of the City's legal work, with a particular focus on public agency contract review and compliance. The successful candidate will handle serious, controversial, and complex matters and will provide legal guidance on innovative community projects and issues with work assignments based on a combination of factors encompassing career progression, experience, and level of expertise.

OTHER KEY RESPONSIBILITIES MAY INCLUDE:

- ◆ Prepare and draft ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments;
- ◆ Review such documents and offer opinions as to their legal acceptability when presented to the City for consideration by an outside agency;
- ◆ Perform legal research and prepare opinions on various legal issues for City departments, the City Council, and City Boards and Commissions;
- ◆ Assist department heads in establishing departmental policies by developing and applying legal points and procedures;
- ◆ Recommend changes in City policies and procedures in order to meet legal requirements;
- ◆ Provide legal training to City employees, City Board, and Commission members;
- ◆ Respond to citizen complaints and requests for information;
- ◆ Represent the City Attorney at various City Council, board, and commission meetings; and
- ◆ Represent the City in the community and at professional meetings.



THE IDEAL CANDIDATE

The ideal candidate will have a minimum of five years of experience (for Assistant City Attorney) and 2 years of experience (for Deputy City Attorney) providing transactional or advisory experience, either in public or private practice, to a local public agency, preferably with experience related to public contracting. The ideal candidate will have a strong understanding of public contract law, procurement policies and procedures, conflicts of interest laws, the Brown Act, and Public Records Act.

The ideal candidate will also have exceptional communication skills including the ability to be clear and concise in oral and written form. Top contenders will also be skillful at analyzing and preparing a wide variety of legal documents, including ordinances, resolutions, contracts, and memoranda. Critically important is the ability to establish and maintain cooperative and collaborative relationships with city-wide staff, City Manager's Office, the City Council, members of Boards and Commissions, and other governmental agencies.

Other personal traits and characteristics desired in the Assistant or Deputy City Attorney include:

- ◆ Being a *confident and engaging professional* with a passion for public service and strong work ethic.
- ◆ Embracing the *core values of integrity, honesty, and the ability to lead by example*.
- ◆ Being a strategic and forward-thinking legal advisor who can *operate at a high-level to provide advice and counsel on municipal operations*.
- ◆ Embracing *equity, diversity, and inclusion* in the workplace and being committed to establishing a culture of equity and belonging within the organization.
- ◆ Possessing the ability to *contribute to the successful completion of projects within the City Attorney's Office and work collaboratively as part of a team* all in direct support of the City Attorney.





QUALIFYING EXPERIENCE AND EDUCATION

Experience required for Assistant City Attorney: A typical way to obtain the required knowledge and experience would be possession of five (5) years or more of experience performing duties comparable to those of Deputy City Attorney for City of Santa Rosa or other comparable public agency or law firm.

Experience required for Deputy City Attorney: A typical way to obtain the required knowledge and experience would be possession of two (2) years or more of experience performing duties comparable to those of a Deputy City Attorney for the City of Santa Rosa or other comparable public agency or law firm.

Education: Possession of a Juris Doctor degree from an accredited law school or the equivalent is required.

License: Active membership in the State Bar of California and ability to gain admission to the Bar for the United States District Court for the Northern District of California.

Knowledge of: *Legal principles and procedures, including civil, criminal, and administrative law and procedures; court rules and rules of evidence; method of legal research, including computer research.*

Ability to: *Communicate clearly and concisely orally and in writing; analyze and prepare a wide variety of legal documents, including ordinances, resolutions, contracts, memoranda, and pleadings; conduct research on legal problems and prepare sound legal opinions; prepare and present cases effectively in court or administrative proceedings; establish and maintain cooperative and collaborative relationships with other City employees, City officials, and members of the public.*



COMPENSATION AND BENEFITS

The annual salary range for the Assistant City Attorney position is \$161,141 to \$201,261 and the Deputy City Attorney is \$128,363 to \$160,393 reflective of the first year increase of a three year negotiated agreement (Unit 17 MOU) effective July 1, 2024. Placement within the range will be based upon qualifications, experience, and internal equity. Important to note, the City Attorney's Office has a 9/80 schedule with the Office closed every other Friday. Additionally, this position will have some degree of flexibility for remote work based on priorities and scheduling needs.

In addition to offering a rewarding work environment, the City of Santa Rosa currently provides a generous array of benefits, including:

- ◆ **Retirement through CalPERS:** 2.5% @ 55 formula with single highest year compensation for Classic Members. New CalPERS (PEPRA) Members formula is 2.0% @ 62 with a 3-year final average.
- ◆ **Vacation Leave:** Up to 80 hours annually, with additional accrual for five years of service or more.
- ◆ **Paid Holidays:** 12 paid holidays plus 2-3 "floating" holidays per year depending on years of service.
- ◆ **Sick Leave:** 8 hours per month, 96 hours per year.
- ◆ **Administrative Leave:** Up to 80 hours annually.
- ◆ **Health Insurance:** Choice of two plans for healthcare Insurance (Kaiser HMO or Anthem Blue Cross PPO).
- ◆ **Dental and Vision Insurance:** Top of the line employer paid vision and dental coverage for employee and dependents.
- ◆ **Life Insurance:** \$50,000, with the option to purchase up to \$500,000.
- ◆ **Short- and Long-Term Disability Insurance**
- ◆ **Deferred Compensation:** Employees can choose to contribute to a 457 Deferred Compensation Plan.
- ◆ **Flexible Spending Program**

For additional information on benefits offered, click the following link for the City of Santa Rosa's 2024 [Benefits Guide](#).





TO BE CONSIDERED

This is a confidential process throughout all phases of the recruitment. Candidates are required to submit a comprehensive résumé, a compelling cover letter, and short writing sample as soon as possible for optimal consideration and no later than **Monday, October 7, 2024**. Review of résumés with the City Attorney will be on-going through the process, with the selection of top contenders elevated as they are identified. Oral Interview Panel (Round #1) will be scheduled via video with on-site interviews to follow shortly afterwards. The start date will be flexible to encourage participation from a full range of highly qualified candidates to compete for this position.

Electronic submittals may be sent to: apply@ralphandersen.com. Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900, or request an appointment to discuss further by contacting scheduling@ralphandersen.com.

Equal Employment Opportunity

The City of Santa Rosa values diversity in the workplace and is committed to equity and inclusion.



www.srcity.org