



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## ASSISTANT CITY ATTORNEY

[APPLY HERE](#)

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*



**Application Deadline:  
September 10, 2018 by 5:00 PM**

## CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for Assistant City Attorney. Responsibilities include, but are not limited to, providing expert legal counsel and advice to City departments, commissions, City Council, and other boards and committees on a wide range of municipal law; researching, investigating, evaluating, and resolving a variety of complex legal matters; representing the City in litigation and proceedings before courts, boards, arbitrators, mediators, and other administrative agencies; receiving and reviewing claims and lawsuits against the City and recommending settlements; coordinating with outside counsel on business matters and litigation; reviewing and drafting contracts, ordinances, and other documents; and conducting legal research, preparing opinions, memoranda, administrative rules, policies, regulations, and other legal documents.

This is a single position class where the incumbent is fully experienced in civil and public agency law and performs complex legal work including advising departments, commissions, and the City Council on a variety of legal matters. The incumbent is expected to carry out the full realm of duties with minimal supervision, utilizing initiative, and exercising independent judgment. The Assistant City Attorney receives general direction and supervision from the City Attorney, and may provide oversight and supervision to legal support staff. The Assistant City Attorney is responsible for overseeing the work of the City Attorney's Office, in the absence of the City Attorney.



## **COMMUNITY**

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is a thriving community of 66,830 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

## **TEAM ROCKLIN CULTURE**

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.

## **ORGANIZATION**

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree-lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



## COMPENSATION AND BENEFITS:

### ■ Salary

\$115,376 - \$159,046 per year

### ■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City pays \$1,093 per month to active employees and eligible retirees **(Will increase to \$1,200 per month on 10/1/18)** and the employee pays any difference.

### ■ Dental and Vision

City-paid for employee and dependents.

### ■ Leave Accruals

- Management: up to 80 hours per fiscal year.
- Sick Leave: 12 sick days per year.
- Vacation: 15 days first year, progresses up to 27 days based upon years of service.
- Holidays: 10 paid holidays per year.

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62( PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers two optional 457 plans for employee participation.

### ■ Life Insurance

- Life Insurance and AD&D: City paid \$50,000
- Long-term Disability: coverage is 60% of monthly salary up to \$6,000/month.

## EXAMPLES OF DUTIES

- Assists the City Attorney in managing and directing the City Attorney's Office; assists with developing and implementing the City Attorney's Office work plan.
- Confers with and advises City departments, the City Council, boards, and commissions concerning their duties, powers, and functions; performs legal research and investigates, evaluates, and resolves a variety of complex legal matters; prepares written and oral opinions on various legal issues for presentation to the City Council, City departments, and various boards and commissions.
- Provides legal support to City departments; prepares drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; reviews joint agency agreements, mutual aid agreements, grants, and various competitive bid documents; provides opinions as to the legal acceptability of agreements, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.
- Represents the City in litigation, or coordinates outside litigation counsel and supervises related activities; investigates claims and complaints against the City and takes or recommends appropriate action.
- Makes initial decisions concerning advisability to prosecute, compromise, or dismiss civil or criminal actions.
- Assists in, prepares, and represents the City cases including those related to the Municipal Code for hearings, trials, and other judicial proceedings.
- Reviews and analyzes court rulings and legislation relative to their effect on municipal government operations; recommends changes in policies and procedures in order to meet current legal requirements.
- Represents the City Attorney at various City Council, board and commission meetings and in court as directed.
- Confers with and advises City departments in establishing policies by applying legal points and procedures; recommends changes in policies and procedures to meet current legal requirements.
- Responds to and researches requests for information from the general public, City staff, outside agencies, and other interested parties.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public.
- Serves as the City Attorney as required.

[Click here to review Benefits Summary](#)

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Advanced principles and procedures of civil law, particularly as they are related to municipal government, including civil and administrative procedures.
- Principles and practices of municipal law, including land use, CEQA, public contracting, personnel, labor, and tort law.
- Responsibilities and obligations of public officials and administrative agencies, including conflicts of interest, the Brown Act, and the Public Records Act.
- Administrative principles and methods, including goal setting, program and budget development and implementation, personnel management, training, and supervision.
- Principles, methods and practices of legal research.
- Statutes and court decisions relating to municipal corporations.
- Principles and practices of policy development and implementation.
- Judicial procedures and rules of evidence.
- State and federal laws and constitutional provisions affecting municipal operations.
- Municipal government organization, structure, and functional responsibilities, including powers and limitations of City government.
- Organization, authority, and operating procedures of a City Attorney's Office.

### **Ability to:**

- Assist the City Attorney in managing and directing the operations of the City Attorney's Office.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Supervise, hire, train, and evaluate professional, technical, and administrative staff.
- Interpret and apply City and Department policies, procedures, rules, and regulations.
- Learn ordinances, statutes, and court decisions relating to municipal corporations.
- Learn modern and highly complex principles and practices of municipal law.
- Learn organization, procedures, duties, powers, limitations, and authority of the City Attorney's office, City government, and other public agencies.
- Learn established precedent and sources of legal reference applicable to municipal and local agency activities.
- Represent the City in a wide variety of judicial and administrative proceedings.
- Establish precedents and sources of legal reference applicable to municipal activities.
- Prepare clear and concise documents including correspondence, memoranda, contracts, ordinances, and resolutions.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain cooperative working relationship with the general public, staff, committee members, and public officials.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and prepare a wide variety of legal documents and court cases.
- Organize, interpret, and apply legal principles and knowledge of legal problems; effectively apply legal knowledge and principles in court.
- Present statements of law, fact, and argument clearly, logically, and effectively.
- Represent the City in a wide variety of judicial and administrative proceedings.
- Use computer technology and applications in the performance of daily activities.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

## **MINIMUM QUALIFICATIONS**

*Any combination of education and experience that provides the knowledge, skills and abilities may be qualifying. A typical way to obtain the knowledge and skills outlined would be:*

- Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree and five (5) years of increasingly responsible experience as an attorney in the practice of civil or municipal law.

## **LICENSE REQUIREMENTS**

- Active membership, in good standing, in the State Bar of California.
- A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PRE-QUALIFICATION QUESTIONNAIRE**

- 1. Have you graduated from a law school accredited by the American Bar Association with a Juris Doctorate degree?**
- 2. Do you have at least five (5) years of increasingly responsible experience as an attorney in the practice of civil or municipal law?**
- 3. Do you have active membership in good standing in the State Bar of California?**

### **SUPPLEMENTAL QUESTIONNAIRE**

- 1. Briefly describe your experience in the following areas of law: labor and employment, Land use/planning, Environmental, housing, public works issues/contracting, general municipal, including Brown Act, Public Records Act, and conflict of interest.**

The City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Office upon submittal of the application. Medical disability verification may be required prior to accommodation .

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#), along with the response to the supplemental questionnaire, to the Human Resources Office at the address below. Incomplete applications will not be accepted. **Online submittals are preferred.**

*City of Rocklin - Human Resources Office  
3970 Rocklin Road, 2<sup>nd</sup> Floor City Hall  
Rocklin, CA 95677*

*Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line: (916) 625-5060*

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process. Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.

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