



The City of Antioch

*invites your interest
for the position of*

**Assistant
City Attorney**



The Position and Ideal Candidate

The Assistant City Attorney (ACA) will have a key, high profile, and active role in partnering with and reporting to the City Attorney in providing quality legal services and advice to city operations and staff. The expectation is to maintain and strengthen the highly positive working relationships that currently exist within the City, by developing and maintaining active lines of communication and providing quality and responsive legal guidance to internal clients on a wide array of legal issues. A key goal for the City Attorney is to find a team oriented, collaborative, legal partner to help build organizational capacity for both this department and the entire city.



The Assistant City Attorney is expected to: (1) oversee specific program areas within the City Attorney's Office as assigned by the City Attorney; (2) manage legal agreement workflow for the City Attorney's Office to achieve timely review of legal agreements for departments; (3) draft and review routine and complex legal agreements including contracts, memorandums, and leases; (4) review and assess insurance, payment bond, and performance bond information associated with contract agreements; (5) build the capacity of City staff members to understand risk management and insurance requirements by providing legal review and written or oral explanation of insurance, payment bond, and performance bond requirements; (6) review claims and lawsuits against the City; (7) submit and monitor requests for coverage of claims to the City's insurance providers; (8) draft and review agendas, staff reports, resolutions, and ordinances; (9) attend day and evening commission, board and committee meetings to provide legal advice and counsel; and (10) perform other assignments as required by the City Attorney.

The Assistant City Attorney must be able to explain complex legal concepts in a manner that is easy to understand. The attorney must also be politically astute, but objective and independent. An essential skill set is the ability to evaluate complicated and controversial situations, and present options and complicated legal concepts in a clear and concise fashion.

Excellent communication skills, both written and verbal are expected, and a style that reflects empathy, flexibility, diplomacy, and adaptability are essential personal qualities for this assignment. The successful candidate will have a passion for public service and will possess a value system that engenders trust, integrity, ethics, and credibility, and embodies a commitment to racial equity, diversity, and inclusion. The attorney must be an inclusive and thoughtful legal advisor; someone who listens first, seeks input, and then, after a thorough analysis of all aspects of an issue, presents legal options and advice that are based on precedent, facts, and research.

The attorney should have a commitment to public service, a collaborative style, be capable of establishing and maintaining effective working relationships, and be comfortable working with people from diverse ethnic, economic and political backgrounds. This is an exceptional opportunity for a lifelong learner with self-initiative, who is open to and interested in expanding his/her legal knowledge base to grow professionally.



The new Assistant City Attorney is expected to present themselves with confidence and gravitas to be a source of sound legal counsel in addressing sensitive and difficult legal issues in a confidential and objective manner and by providing alternative options towards achieving objectives beneficial to the City. Preferred qualifications for this position are five or more years of professional experience in the practice of law, municipal law or government work, experience providing legal services to diverse communities, and a Juris Doctor degree from an

accredited, highly competitive law school. Current membership in the California State Bar is required.

The Community of Antioch

Antioch is a waterfront city of 115,000 residents in the East Bay region of the San Francisco Bay Area, along the San Joaquin-Sacramento River Delta. Antioch is among California's most racially and ethnically diverse places to live; a substantial portion of Antioch residents are African American, Hispanic or Latino, and Asian.

Antioch has a diverse population of professionals and skilled workers. Families with dreams of home ownership come to Antioch for its stunning neighborhoods, parks, and natural beauty. Land in Antioch remains plentiful and homes are reasonably priced, compared with other parts of the Bay Area. The pace of development in Antioch has spurred activity for the healthcare industry, financial and insurance institutions, contractors, and other types of businesses. Increased development has created increased employment in schools, hospitals, and other local service sectors. Antioch also offers access to multimodal bus, BART train, Amtrak, and freeway transportation.

Antioch is ideally situated on the banks of the San Joaquin River and offers an abundance of recreational opportunities and cultural facilities. There's always something to do in Antioch; like hiking at parks, attending the County Fair, playing a round of golf, or roaring down slides at the Prewett Family Water Park. There really is something for everyone who lives, works, and plays in Antioch! Antioch is: A COMMUNITY that is proud of its heritage; A COMMUNITY that provides an opportunity to live, learn, work, worship and play in a safe, stimulating, and diverse community; A COMMUNITY that is a responsible steward of its economic and natural resources; A COMMUNITY that recognizes its responsibility to the large Delta Region, and will be a pro-active advocate and a leader in promoting regional cooperation.

City Government and the City Attorney's Office

The City of Antioch incorporated in February 1872 as a general law city and operates under a Council-Manager form of government. Policymaking and legislative authority is vested in a five-member City Council consisting of a mayor and four council members. The mayor is directly elected by all eligible voters in the City and serves a four-year term. The four council members are elected by district and serve four-year terms.

The City Council appoints both the City Manager and City Attorney. The City operates on a bi-annual budget cycle with a FY 22-23 all funds budget of over \$179 million with a General Fund of almost \$87 million. City operations has a staffing level of 385 FTEs within the departments of the City Manager, City Attorney, Community Development, Public Works, Police,



Economic Development, Finance, Human Resources, Information Systems, and Parks and Recreation. The City of Antioch provides a range of municipal services including police protection, construction and maintenance of streets and infrastructure, library services, storm water and municipal sewer systems, and the administration of recreational activities and cultural events.

The City Attorney's Office performs the traditional legal functions for the City of Antioch by providing transactional legal guidance, advice, and counsel to the City Council, City Manager, department heads, and the full range of City Boards and Commissions. The City Attorney's Office also initiates and defends litigation, generally through outside counsel.



Compensation and Benefits

The salary range for this position is \$160,427 to \$195,000 annually, DOQ. In addition to base salary, the City of Antioch offers an excellent benefit package including:

- ◆ Retirement: CalPERS 2.7%@55 for classic members (employee pays 8% of employer contribution); 2%@62 for new members (employee pays 50% of the Normal Cost as determined annually by CalPERS).
- ◆ Deferred Compensation Program: A Deferred Compensation Program is available with a city contribution of 2% of base pay.
- ◆ Health Insurance: Cafeteria-style benefits plan with medical offered by PERS and options for dental and vision for employees and dependents. The city pays 95% of the Kaiser rate and 100% of the most populated dental plan.
- ◆ Vacation Leave: Eleven days annual accrual for years 0-4. Accrual rate increases to fifteen days annually for years 5-9.
- ◆ Holidays: Twelve days annually, and up to Two Floating Holidays annually.
- ◆ Administrative Leave: 80 hours annually granted in January of each year.
- ◆ Sick Leave: Earned at the rate of twelve days annually.
- ◆ The City offers an array of additional benefits including life and LTD insurance; EAP, bereavement and jury leave programs, gym/health club reimbursement, sick leave conversion, vacation buy-back and medical after retirement.



The Process

To pursue this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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This position is Open Until Filled.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Bill Lopez at 408.888.4099 or by email: williaml@averyassoc.net.