



# Assistant City Attorney

CITY OF

# OXNARD





## THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or

sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

## CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and six council members elected at large for four-year overlapping terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney.

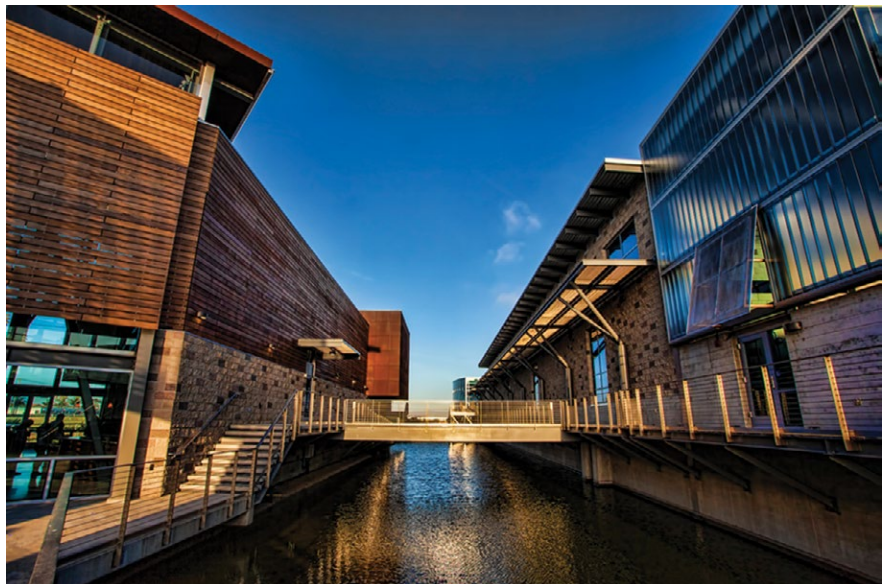
Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change.

Oxnard has a current all-funds budget of over \$568 million, which includes the General Fund of almost \$140.5 million. The City employs over 1,300 authorized full-time equivalent employees and an additional 500 part-time seasonal and extra-help employees within 14 City departments.

## THE DEPARTMENT

The City Attorney's Office advises the City Council, Successor Agency to the Community Development Commission and Housing Authority on legal issues related to policy matters; provides legal advice to boards, commissions, committees, task forces, department directors and division managers; conducts legal research, drafts legal opinions, reviews agenda reports, reviews and prepares agreements, prepares ordinances, resolutions, regulations and administrative policies; assists the Code Compliance Unit in the prosecution of City Code violations; and manages and defends public liability claims and cases, workers' compensation claims and cases, and administrative matters involving the City.

The staff in the City Attorney's Office contributes to an outstanding quality of life in Oxnard by advising the Code Compliance Unit, prosecuting City Code violations, preparing various agreements, ordinances and resolutions, ensuring compliance with zoning requirements, protecting the public treasury, and providing expert legal advice to City officials. Current City Attorney Office staffing includes two Deputy City Attorneys, two Assistant City Attorneys (including the vacant position being recruited), a Chief Assistant City Attorney, the City Attorney, a Law Office Manager and a Paralegal.





## Mission Statement

*The mission of the City Attorney's Office is to provide excellent and ethical legal advice and representation to the City Council, City boards, commissions, committees, task forces and City staff in general municipal, public liability and workers' compensation claims and litigation, and administrative matters by including all stakeholders in strategy development and resolution of each matter.*

## THE POSITION

The Assistant City Attorney provides a wide range of professional legal services, primarily working with the Public Works Department providing legal counsel on issues relating to public infrastructure and public contracting; utilities operations and regulations; and grant requirements. In addition, the Assistant City Attorney advises departments on solicitations, bid protests, contract awards, as well as drafting and negotiating contracts. This position will work closely with the Purchasing Manager in procuring goods and services for the City including public works construction projects.

### Essential functions include, but are not limited to the following:

- Confer with and render assistance to department directors and division managers in establishing policies by developing and applying legal points and procedures; recommend changes in policies and procedures to meet legal requirements.
- Prepare and draft ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments, including reviewing such documents and offering opinions as to legality.
- Attend meetings of boards, commissions and committees as required; render legal advice as requested.
- Investigate claims and complaints by or against the City and recommend the appropriate action to be taken.
- Prepare matters for administrative hearings and represent the City in such hearings.
- Represent the City Attorney at various meetings, functions, and proceedings when necessary.
- Responds to citizen complaints and requests for information.

- Represent the City in the community and at professional meetings as required.

## THE IDEAL CANDIDATE

The ideal candidate will be a dynamic, highly motivated professional with strong interpersonal skills, and excellent political acumen and awareness. The successful candidate will be able to thoroughly research and analyze problems, evaluate risks, and develop sound conclusions and recommendations, as well as having the ability to articulate and explain legal concepts to different levels of audiences while managing multiple projects. He/she should enjoy working in a collaborative environment and have the flexibility to adapt to changing priorities. A background in public works, land use, and other areas of municipal government is highly desirable. Dedication to public service, a strong work ethic, exceptional analytical skills, creativity, flexibility, judgment, and a sense of humor are essential.

## QUALIFICATIONS

- A Juris Doctor degree from an accredited law school.
- The equivalent of six (6) years of experience in the practice of municipal law or related experience.
- Experience managing cases at all stages, including writs, pleadings, motion practice, discovery, trial in state and federal court. Litigation experience is helpful.
- An active member of the State Bar of California.

## COMPENSATION AND BENEFITS

The salary range for this position is **\$117,417.46 - \$192,490.27** depending on experience and qualifications.

In addition, the City provides the following competitive benefits package:

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New members are required to pay a percentage of their salary towards the employee contribution. The City does not participate in Social Security



# APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Friday, October 16, 2020.**

To be considered, please submit a resume, cover letter and five work-related references (who will **not** be contacted in the early stages of recruitment) to:

<https://executivesearch.cpshr.us/JobDetail?!ID=1687>

Resumes should reflect years **and** months of positions held, as well as size of past organization(s).

For additional information, please contact:



Frank Rojas  
CPS HR Consulting  
Phone (916) 471-3111  
Email [frojas@cpshr.us](mailto:frojas@cpshr.us)

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$803 (rising to \$1,173 in July 2021) in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents. If the employee waives medical, they will receive \$703 (rising to \$973 in July 2021)
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times the annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 3% of salary to a 401(a) deferred compensation plan (no employee match requirement). There will be a 1.5% increase to the city contribution (for a total of 4.5%), effective the first pay period in July 2021



### Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

