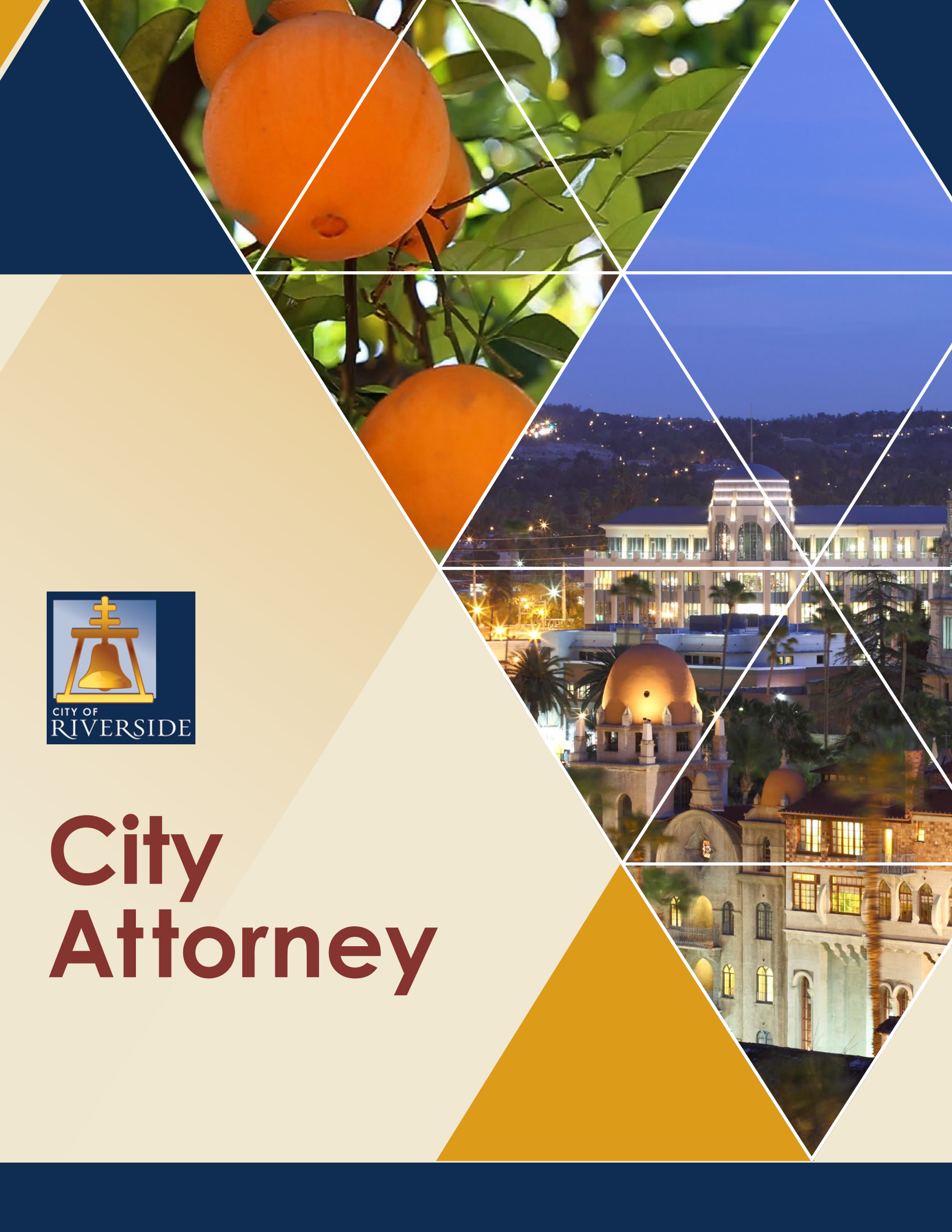


# City Attorney





## The City Of Riverside

The City of Riverside is a rapidly growing metropolitan hub, with an artistic spirit, positioned for a sustainable urban future. Ranked as the 12th largest city in the state, Riverside is an urban amenities center that includes museums, theaters, fine dining, an array of festivals and markets, and four internationally recognized universities and colleges.

The City believes in continually investing in and improving the community. The Riverside Renaissance effort included nearly \$1.3 billion worth of projects designed to enhance the quality of life for all Riverside residents.

This phenomenal effort resulted in Riverside building 30 years of public improvements in just five years, including new public facilities, paving more roads than ever before, upgrading water and electric systems, traffic relief at railroad crossings through the construction of new overpasses and underpasses, road and street rehabilitation and widening, construction of new sidewalks, curbs and gutters, landscaping improvements, as well as water, sewer and electrical infrastructure projects, renovating and creating new parks, building new fire station, improving police stations, new and upgraded libraries, rehabilitation of the Fox Theater and Municipal Auditorium, and neighborhood enhancements throughout the City.

**Riverside is an ideal location for those looking to receive a quality education, start a career, become an innovator or entrepreneur, volunteer in the community, build and expand a business, raise a family, or retire.**

## City Governance

The City is governed by a seven-member City Council / City Manager model, and is a full-service city providing public safety, utility (electric, water, wastewater, and refuse), community services, and much more. With a budget of \$1.1 billion and 2,400 employees, the City provides services to more than 330,000 residents. Additionally, in 2020, the City Council developed and approved a 5-year Strategic Plan to guide policy direction and will lead to Priority Based Budgeting.

## Accomplishments

Riverside is an award-winning city! Named #1 U.S. for Small Business by Inc. Magazine, #2 Host Spot for Tech in the U.S., #6 Happiest Place in the Nation for Young Professionals, #3 in California and #103 in the World for Economic Performance by the Brookings Institute, Coolest California City by the California Air Resources Board, the Intelligent Community of the Year in 2012, a Top 25 City for Business by Executive Outlook Magazine, an Emerald City by the State of California Department of Conservation for sustainable green initiatives and renewable energy, and received the highest possible score of 100 in the nationwide 2020 Municipal Equality Index for non-discrimination laws and inclusion in municipal law, policy, and services. With the opening of the Civil Rights Institute, a new downtown library tentatively scheduled to open this year and the Cheech Marin Center for Chicano Art, Culture and Industry tentatively scheduled to open late this Fall to early 2022. Riverside is an extraordinary city with a bright future.

**To learn more about the City of Riverside, go to: <https://riversideca.gov/>**



# The City Attorney's Office

The City Attorney's Office represents and advises the City Council and all City officers in matters of law pertaining to their offices; represents and appears for the City in actions or proceedings in which the City is concerned or is a party; and represents and appears for any City officer or employee, or former City officer or employee, in actions and proceedings in which such officer or employee is concerned or is a party for acts arising out of his/her employment or by reason of his/her official capacity. The City Attorney's Office approves the form of all contracts made by and all bonds and certificates of insurance given to the City and prepares any and all proposed ordinances or resolutions for the City and amendments thereto.

Currently, there are 19 full-time staff attorneys in the City Attorney's office including one Chief Assistant City Attorney, three Assistant City Attorneys, six Senior Deputy City Attorneys, and nine Deputy City Attorneys. There are also a number of paralegals, law clerks, and administrative staff.

The Mission of the City Attorney's Office is to provide excellent and ethical legal advice, effective legal representation, and other quality legal services for the City Council, City officers, and City employees in order that they may lawfully attain the City Council's goals and other department program outcomes without undue risk to the City.

## The Position

The City Attorney reports to and receives policy direction from an active and engaged City Council. This position plans, organizes, directs, and coordinates the City's legal services and provides legal advice to Council, the City Manager, and all City Departments, and various boards and commissions in an effort to reduce risk to the City. The City Attorney is responsible for performing the most complex and important legal work including reviewing and making recommendations on contracts and real estate documents, drafting, and negotiating development agreements, ordinances, and resolutions, and providing other general legal services as needed. A background in public works, land use planning, California housing elements and public health, transportation, public records request, and other areas of specialized municipal government is ideal. The ability to prepare and administer departmental budgets and excellent contract writing and development is required. The City Attorney will be responsible for providing all City Council Members timely, balanced, and accurate updates and reports and have regular meetings as requested.

## The Ideal Candidate

The ideal candidate will be an articulate, decisive, and highly motivated leader who possesses 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 intelligently explain legal concepts to different levels of audiences in a clear and direct manner. He/she should enjoy working in a collaborative environment and have the flexibility to adapt to changing priorities. A professional with effective communication and interpersonal skills is needed to build productive working relationships with city council, the city manager, department heads, and stakeholders within the community. Dedication to public service, ensuring the public's trust, a strong work ethic, exceptional analytical skills, creativity, flexibility, and sound judgment are essential.

### Key Attributes and Characteristics

- » Shares the vision of the council and community, and can advocate, articulate, and implement that vision; able to blend innovation and creativity, someone who can think outside the box, while acknowledging the challenges of the City and addressing those in a strategic manner.
- » High integrity, honest, and ethical leadership; provide balanced information on legal issues while offering solution alternatives, advantages, and risks; be an advisor, not an advocate.
- » A strategic problem-solver able to identify issues and create dialogue in support of wise council decisions that benefit the City.
- » A proactive manager with a track record of fostering a team-oriented working environment based on collaboration, respectful interaction, and positive mentorship; continue to build legal expertise in-house to eliminate unnecessary outside council expense.
- » The ability to develop a departmental culture of high performance, accountability, trust, and excellent customer service.
- » Experience and developed sensitivity working in a community and environment of equity, inclusivity, and diversity; a willingness to engage community stakeholders.
- » A collaborative leader and active listener.



## Qualifications

- » Juris Doctorate from an accredited university or law school.
- » Five years of progressively responsible experience in municipal law.
- » Licensed to practice law in the State of California and engaged in the practice of law for at least five years prior to appointment.

## Highly desired qualifications

- » Seven (7) plus years of progressively responsible experience in municipal law.
- » Three (3) plus years in staff management and/or supervision.
- » Bilingual English-Spanish is desired.

## Salary and Benefits

### Salary is Negotiable and Commensurate with Qualifications.

**In addition to a competitive salary, the City offers an excellent benefits package that includes:**

- » Vacation, holidays, and sick leave
- » Employer paid life insurance and accidental death & dismemberment coverage equal to twice the employee's annual salary; voluntary long-term disability plan; 401 (a) and 457 deferred compensation plans.
- » Employees are automatically covered under the City's Retirement Plan, which is offered through CalPERS. The retirement benefit factor is 2.7%@55 years of age for employees hired on or before December 31, 2012. Effective January 1, 2018, employees hired on or before October 18, 2011 will begin paying a percentage of the Retirement Plan cost (refer to the FBSP). Employees hired on or after January 1, 2013 are subject to the Pension Reform Act with a benefit factor of 2% @ 62 years of ages, pay the employee share of 7%; except for "Classic" members who may be placed in Tier 2. (See the CalPERS Retirement Plan booklet or visit the website at: [www.calpers.ca.gov](http://www.calpers.ca.gov) for more detailed information).
- » The City offers six (6) Health plans, one (1) Vision plan and three (3) Dental plans. (City pays up to \$1,481 per month depending on the plan toward medical and up to \$45 towards dental plan for employee and dependents).

**For complete details on health, vision, and dental rates, please visit the City's HR Benefits website at: <https://riversideca.gov/human/employee-hub/benefits/about-1>**

## Application Process

**The final filing date is Friday, April 2, 2021.**

To be considered, please submit a resume, cover letter, and six work related references (who will not be contacted in the early stages of the recruitment). Resumes should reflect years and months of positions held, as well as size of organization you have worked in and staff you have managed.

**Please go to our website to submit your application: <https://www.cpshr.us/recruitment/city-attorney-city-of-riverside-ca>**

**CPS HR CONSULTING**

For additional information, please contact:  
Frank Rojas  
CPS HR Consulting  
Phone (916) 471-3111

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 who will be invited to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

