



City Attorney



CITY OF SIMI VALLEY

— Mission —

To deliver excellent service to our community by providing a safe and healthy living environment, sound fiscal management, responsive customer service, and an atmosphere that encourages community involvement and volunteerism through a local government that is accessible, efficient, and accountable to its citizens.



About the Position

The Simi Valley City Attorney is appointed by the City Council to serve as the chief legal advisor to the Council, city boards and commissions, and to internal city departments. In this capacity, the City Attorney will research and prepare legal opinions for the various internal clients; strategize and try both criminal cases and civil litigation; prepare and review new ordinances or revisions to existing ordinances; and manage and mentor the staff of the City Attorney's Office.

The Office of the City Attorney provides legal advice to the City Council and all municipal departments, the Ventura County Waterworks District #8, the Successor Agency to the Simi Valley Community Development Agency, the Simi Valley Industrial Development Authority, and the Simi Valley Public Financing Authority. The City Attorney's Office represents the City in regulatory and court proceedings, receives and investigates claims filed against the City, investigates and prosecutes criminal charges for citations issued by the Police Department and Request for Formal Complaints presented by Code Enforcement for violations of the Municipal Code.

The City Attorney's Office also participates in City Council, Planning Commission, and all City committee, commissions, Boards, and Ad Hoc committees as necessary; handles litigation in house; coordinates litigation handled by outside counsel; and works with staff of all departments on day-to-day matters involving the operations of the City.

The budget for the Office of the City Attorney is currently \$1.4 million, and it is staffed by the City Attorney, three Assistant City Attorneys, a legal secretary, and a legal technician.

To learn more go to: www.simivalley.org



About the Organization

The City of Simi Valley was incorporated in 1969 as a General Law City and operates under the Council/Manager form of government. With a five-member City Council, the Mayor is elected at-large to a two-year term, and Council Members are elected by District to staggered four-year terms. The Mayor presides over City Council meetings and has one vote. City Council members also serve as board members of the Ventura County Waterworks District #8 and the Simi Valley Library Board of Trustees.

The City Council appoints the positions of City Manager and City Attorney. The City has approximately 500 full-time employees with a fiscal year 2021 budget of \$242 million and an operating General Fund budget of \$75.2 million. Simi Valley has worked in recent years to focus on public safety, public transparency, and improved service delivery. The organization continues to address challenges relating to fiscal constraints, infrastructure improvements, and new approaches and strategies to provide workforce housing opportunities.

The operational functions of the City are currently divided among five organizational departments: City Manager's Office, Administrative Services, Environmental Services, Public Works, and the Police Department. These departments provide the City with a wide range of municipal services including internal organizational support, police protection, community planning, building and safety, street maintenance, code enforcement, parkway and landscape maintenance, street lighting, and public transportation. Water distribution, wastewater treatment, and library services are also provided by the City. Fire protection is provided by a separate county-wide fire protection district, and parks and recreation services are provided by an independent special district.

About the Community

With a population of approximately 130,000, Simi Valley offers an outstanding quality of life in a perennially-ranked "Best Places to Live" in the country. The City has successfully blended award-winning schools, parks, open space, and safe neighborhoods to be a highly desirable place to call home.

Simi Valley encompasses an area of 42 square miles and is located just 40 miles from downtown Los Angeles. Metrolink rail stations link Simi Valley with Ventura (the County seat) and Los Angeles. Simi Valley Transit offers convenient and easy access to virtually anywhere in the valley.

Simi Valley enjoys the warmth and comfort of a residential community as well as the dynamics of a corporate business center. The City is home to Simi Valley Hospital and the acclaimed Nancy Reagan Breast Center, as well as a number of major manufacturers that provide quality employment opportunities.

The Simi Valley Unified School District has 21 elementary schools, three middle schools, and four high schools. Simi Valley students consistently score above state and national averages on achievement tests, and the District provides a wide array of educational programs that focus on college preparation. In fact, approximately 80% of the District's high school students attend college after graduation.

High quality housing is readily available in Simi Valley, ranging from affordable to affluent. With a median-priced home around \$650,000, families enjoy a comfortable lifestyle in a clean, safe environment. A wide range of recreation facilities is available including miles of bike trails, pools, tennis courts, a local ice skating rink, one golf courses, movie theatres, two bowling alleys, and one of the largest equestrian trail systems in the United States. Historic Corriganville Park offers more than four miles of trails for running, biking, equestrian, and hiking. The trails provide stunning vistas, majestic sandstone cliffs, an ancient oak forest, a year-round stream, shaded picnic areas, and picnic facilities. The Rancho Simi Recreation and Park District boasts 35 well-maintained parks that provide picnic facilities, children's playgrounds, and dog park. The District also provides hundreds of different recreation programs, activities, and special events.

Simi Valley is home to the Ronald Reagan Presidential Library & Museum and Air Force One Pavilion, which present history in a modern, fun, and interesting environment. The Library's archives house 50 million pages of documents and over 1.5 million photographs, although the majority of the visitors come to view the films, exhibits, interactive displays, and reenactments of memorable events that illustrate the life and times of President Ronald Reagan.

Residents of Simi Valley take great pride in their City and enjoy the advantages of being able to work and live in a family-oriented community.



■ 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 but not fear risk**, develop sound conclusions and **decisive recommendations**, as well as having the ability to intelligently explain legal concepts to different levels of audiences in a clear and direct manner. This person 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.

An attorney with a specific expertise in land use, and particularly the complexities of recent and on-going state laws regarding housing, is highly desirable. Familiarity with the Police Officer Bill of Rights, the Brown Act, and Public Records Access laws would be very helpful.

■ Education and Experience

A Juris Doctorate from an accredited college or university and eight to ten years of increasingly responsible experience in the practice of municipal law, including the management of staff. Experience working directly with a municipality in California is desirable.

The selected candidate must be a member of the California State Bar.

Project Schedule

Late July – Recruitment begins

September 7, 2021 – Active recruitment period closes

Mid-September – Screening interviews with the Consultant

October – Interviews

December 1 – anticipated start date

■ Compensation and Benefits

Simi Valley has a history of providing strong benefits to its employees as a part of its overall compensation package. Current benefits include:

- » **Retirement:** Individuals who were active members of a reciprocal public retirement system within the last six months, or were previously employed with the City of Simi Valley prior to January 1, 2013, and enrolled in CalPERS, will be enrolled in the CalPERS 2% @ 55 retirement plan (4th Level Survivor Benefit, and single-highest year final compensation). Other new employees will be enrolled in the CalPERS 2% @ 62 retirement plan (4th Level Survivor Benefit, and three-year average highest final compensation). Employees (non-sworn) currently contribute 7% of salary.
- » The City does not participate in the Social Security system; therefore, there is no FICA deduction from wages except for Medicare hospital insurance protection.
- » The City contributes \$200/month to a health care reimbursement program for retiree medical.
- » **Annual Leave:** 279.5 hours per year (one bank of time that combines vacation and sick leave).
- » **Holidays:** Eleven (11) paid (8-hour) holidays per year. One (1) paid (8-hour) floating holiday per year (not to be carried over).
- » **Benefits Plan:** A variety of PPO and HMO plans are available through the CalPERS Health Program. The City contributes \$143 per month for medical, \$19.80 per month for vision, and up to \$100 per month for dental. The City provides up to \$2,499 per month in "Simiflex Dollars," which covers the full cost of family level coverage for most plans; employees who decline medical coverage receive \$632 per month (upon proof of other coverage). "Simiflex Dollars" can be used to offset the cost of medical, dental, and/or vision insurance, or other optional benefits. Medical and dependent care flexible spending accounts are also available..
- » **Dental Plan:** Coverage is available for employees and dependents and includes orthodontia for dependent children. Employee cost for the plans ranges up to \$52 per month.
- » **Vision Care:** A plan is available for employees and dependents at minimal cost to the employees.
- » **Disability Income Insurance:** The City provides long-term and short-term disability plans for all full-time executive management employees at no cost to employees.
- » **Life Insurance:** The City pays all premiums for \$151,000 of life insurance coverage for employees and \$5,000 coverage for each dependent.
- » **Tuition Reimbursement:** Employees are eligible for tuition reimbursement up to \$1,600 per year for job related or professional development courses after 120 days of employment.
- » **Deferred Compensation:** Employees may defer a portion of their salary into a tax-sheltered account as designated by the Internal Revenue Code, Section 401(k) with a Roth option. The City contributes \$65 per month and will match an employee's contribution up to \$200 per month. Employees may also participate in a 457 plan.
- » **Mileage Allowance:** \$400 per month.
- » **Cell Phone Allowance:** \$65 per month.

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. A reasonable expectation for salary would be in the **low-200s**.



■ Application and Selection Process

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Tuesday, September 7, 2021**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpsr.us/recruitment/1818>

For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. Candidates deemed most qualified will be referred to the City Council. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



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