

# SENIOR ASSISTANT CITY ATTORNEY - TRANSACTIONAL

City of Ventura, CA



*Photo Credit: Brenda Madrigal*



## A CITY WITH A MISSION

Ventura is home to the ninth and last mission in California, San Buenaventura, founded in 1749. Located 30 miles south of Santa Barbara and 63 miles northwest of Los Angeles, the City of Ventura is one of the country's most livable communities – with miles of golden beaches; a year-round moderate climate; friendly people; a beautiful downtown; a thriving business community; a variety of arts, culture and entertainment options; award-winning schools; and an abundance of outdoor recreation opportunities.

Ventura is a full-service City service 110,790 residents with a Fiscal Year 2018-19 combined budget of \$306M (\$231M operating, \$75M capital). The General Fund budget is \$118.5M. Nearly 640 staff members focus on delivering key services to businesses, residents and visitors to ensure Ventura remains a fiscally stable, economically vibrant, safe, clean and desirable community.

For more information on the City, visit <http://www.cityofventura.ca.gov>

## THE CITY ATTORNEY'S OFFICE

The mission of the City Attorney's Office is to provide the highest quality legal services to elected and appointed officials and staff by rendering legal advice and opinions, and drafting and reviewing contracts, ordinances, and resolutions. The City Attorney's Office represents the City's legal interests before judicial and administrative agencies. In addition, it serves as the City Prosecutor—prosecuting misdemeanors and infractions that are violations of the City's Charter or Municipal Code. Maintaining a quality of life for all City residents, businesses, and visitors is an important function of the City Attorney's Office.

The City Attorney's Office values high ethics, high integrity, loyalty, and a strong commitment to the City and public service. The staff in the City Attorney's Office are approachable team players who take responsibility for their actions, look for and facilitate creative solutions to problems, work collegially, and support other City departments. Finally, they are committed to providing accurate information and meeting deadlines. Every office has an ocean view!

## THE POSITION

### Senior Assistant City Attorney - Transactional

This position includes responsibility for overseeing all transactional (advisory) matters handled by the City Attorney's Office, including the supervision and review of subordinate attorneys and staff. The incumbent may fill in during the absence or disability of the City Attorney. The City will be undertaking a significant update to its General Plan as well as

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updating its local Coastal Plan. Members of the City Council have also expressed a desire to develop design guidelines and to update the City's sign ordinance. The City is currently undergoing a study of the current development processes and procedures to improve efficiency. The incumbent will serve as legal counsel to the Planning Commission and Community Development Department.

*This position is designated as "at will," serving at the pleasure of the City Attorney, and are subject to discharge without cause or right of appeal.*

Additional information is available at <https://jobapscloud.com/VEN/auditor/classspecs.asp>.

## MINIMUM QUALIFICATIONS

### Senior Assistant City Attorney - Transactional

Requires a combination of education, training and experience equivalent to graduation from an American Bar Association or California Bar Association accredited law school, and seven years of practice as an attorney specializing in transactional law, either at a public agency or private firm representing municipalities or other governmental bodies. Experience advising a Planning Commission is required for the transactional assignment. Active membership in the California Bar Association is required.

The best qualified candidate will have knowledge of the canons of professional ethics of the American Bar Association and California Bar Association; legal research methods and procedures; basic budget preparation and management; and, principles and practices of supervision. In addition, he/she will have in-depth knowledge of principles and practices of transactional work; California land use and planning law, including the provisions of the California Environmental Quality Act; judicial and administrative law regarding purchase of goods and services, contracts, and real estate; principles and practices of municipal, transactional, civil and administrative law as they relate to municipal governments; and, statutory and case law related to conflicts of interest and Brown Act. This person will be an excellent writer, researcher, and presenter.

## COMPENSATION & BENEFITS

The salary range for Senior Assistant City Attorney is \$135,123 to \$181,066 per year, DOQ. A 2.25% increase will become effective for all positions on 7/6/19. Compensation also includes an attractive benefits package consisting of:

**Medical & Dental Insurance:** Monthly employer contribution toward a selection of plans for employees and their dependents. Medical insurance is effective the first of the month after date of hire. Dental insurance is effective the first of the second month after date of hire. The City also provides an optional benefit which may be applied toward insurance premiums.

**Vision Insurance:** City paid coverage provided for employees and their dependents.

**Retirement:** Tier I - 2% @ 55/Single Highest Year of Compensation for Classic CalPERS members who were hired prior to 7/23/11 and those who are returning to City employment. Employees make a 7% member contribution. Tier II - 2% @ 60/3-Year Final Compensation Period for Classic CalPERS members hired between 7/23/11 and 12/31/12 with less than a six-month break in service from another CalPERS or CalPERS-reciprocal agency.

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Employees make a 7% member contribution. Tier III - 2% at 62/3-Year Final Compensation Period for New CalPERS members hired on or after 1/1/13. Employees make a 6.25% member contribution and compensation limit is \$149,016.

**Vacation:** 3 weeks per year, increasing to 4 weeks after 5 years.

**Holidays:** 12 paid holidays per year - 10 designated, 2 optional.

**Administrative Leave:** Up to 80 hours per year may be granted (no roll over or cash out).

**Sick Leave:** 96-hour bank upon employment and additional accruals of 4 hours monthly after 6 months of employment.

**Deferred Compensation:** The City contributes \$36.83 per month to a 457 Plan and will match up to \$137.50 per month contributed by employee.

**Auto Allowance:** \$250 per month

**Flexible Workweek:** A 9/80 workweek is available for these positions.

**Other Benefits Include:** life and disability insurance, management physical exam, an Employee Assistance Program, optional Section 125 Plan, cell phone allowance may be available depending on assignment, tuition reimbursement, and a wellness program.

*Ventura employees participate in the Medicare portion of Social Security. There is a 1.45% payroll deduction for this benefit.*

## HOW TO APPLY

Apply on-line by **May 24, 2019**, at [www.alliancerc.com](http://www.alliancerc.com). For questions and inquiries, please contact:

Cindy Krebs, [ckrebs@alliancerc.com](mailto:ckrebs@alliancerc.com)

Sherrill Uyeda, [suyeda@alliancerc.com](mailto:suyeda@alliancerc.com)

### ALLIANCE RESOURCE CONSULTING LLC

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