



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

DEPUTY CITY ATTORNEY III REAL ESTATE, HOUSING, ECONOMIC DEVELOPMENT AND REDEVELOPMENT

Salary Range:

Deputy City Attorney III: \$143,528.28 to \$176,232.22, annually

Benefits: Health, dental, vision, retirement, potential telecommuting opportunities and other competitive benefits

Recruitment Opens: August 2, 2021

Initial Application Requirements: Cover letter and resume

Deadline to Apply: Open until filled

THE POSITION

The City Attorney's Office seeks a seasoned real estate and community development attorney with significant expertise in affordable housing development and finance, development and/or transactional aspects of general real estate, and secured finance work to fill the position of Deputy City Attorney III or IV, depending on experience. Expertise in land use, redevelopment, economic development, municipal law, and environmental law is a plus.

The ideal candidate will fill a position in the City Attorney's Real Estate and Community Development Unit and will advise the City's Real Estate Department on varied transactional work related to the sale, acquisition and lease of property, the City's Housing and Community Development Department on City financing of affordable housing development projects, and the City's Economic and Workforce Development Department on varied legal work related to City's job training and workforce development programs, depending on qualifications. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work, in the future, if needs change.

The City Attorney's Office provides legal advice and counsel to the City in areas including but not limited to land use, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing and economic development. Services include drafting and reviewing contracts, legislation and other documents and possibly on occasion, providing litigation services in the defense of ordinances and other administrative actions and in specialized areas including probate and bankruptcy. The City Attorney's Office provides counsel to the City Council, Council committees, Mayor, retirement and other City boards and commissions, various City-wide task forces and City agencies and departments. Real estate and development attorneys handle matters including but not limited to negotiating and documenting transactions for major commercial, mixed-use and residential projects (both market-rate and affordable), disposition and development agreements, leases, licenses, related real estate documents, and loan documents. Incumbents perform a variety of professional legal duties involving civil municipal law issues. Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney.

Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City departments on a wide variety of issues.

Typical duties may include, but are not limited to the following:

- Performs legal research, interprets and applies statutes, regulations, codes, and court decisions.
- Drafts and reviews complex documents, such as leases, disposition and development agreements, exclusive negotiating agreements, loan agreements, regulatory agreements, subordination agreements, and other financing documents, related to routine real estate transactions, large-scale development projects, and affordable housing projects.
- Negotiates document terms and other project issues with for-profit and nonprofit developers, private lenders, and other government funding agencies.
- Handles all aspects of closings for the sale, lease, and other disposition of City property, including title issues.
- Drafts and reviews grant agreements with workforce development service providers.
- Reviews documents and provides legal advice to City staff on post-redevelopment and redevelopment successor agency issues as needed, and represents the City's interests before redevelopment dissolution oversight bodies and agencies.
- Prepares legal opinions, ordinances, resolutions, and other legal documents, as necessary to meet legal standards and consummate transactions.
- Acts in an advisory capacity at meetings of the City Council and City boards and commissions, including the Oakland Workforce Development Board, and provides training to such bodies as needed on conflicts of interest, public meetings laws, parliamentary procedure, and other topics.
- Reviews staff reports and writes City Council reports as needed.
- Participates in bond transactions in collaboration with bond counsel and municipal finance attorneys.
- Provides legal advice to City real estate, housing, and economic development staff as needed.
- Develops expertise in particular areas of municipal law as directed.
- Oversees outside counsel.
- Exercises sound judgment, clearly explains legal advice to attorneys and lay people and defends legal analyses.
- Responds to questions posed by members of the public related to City real estate matters.
- Attendance at evening and late night meetings is required.

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

- DCA III: Two years of increasingly responsible work experience comparable to a Deputy City Attorney II in the City of Oakland.

Education

- School of law graduate.

License or Certificate

- A member in good standing of the California State Bar.
- Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours of work, public transportation may not be an efficient method for traveling to required locations. Selected individuals will be required to maintain a valid California Driver's License during City employment or demonstrate the ability to travel to required locations in a timely manner.

Additional Skills that are Desirable

- Bilingual skills, especially in Spanish, Cantonese and/or Mandarin.
- Working knowledge of municipal, state and federal laws, ordinances and codes affecting City government.

Ability to

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems; prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Handle stressful or sensitive situations with tact and diplomacy.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public.
- Complete varied assignments within a narrow time frame.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Inspire confidence and respect for legal advice.
- Skillfully and professionally present legal advice to clients including the elected and high level appointed officials.
- Interact with other in-house attorneys as part of a team, and occasionally as team leader, to provide the best product for clients of the City Attorney's Office.

HOW TO APPLY

Submit a cover letter and resume by email to:

jobs@oaklandcityattorney.org

Candidates selected to proceed in the hiring process may be asked to submit additional information (e.g., a writing sample, references, answers to supplemental questions, the formal City of Oakland employment application).

This job announcement and additional employment information including the application form is available on-line at: www.oaklandcityattorney.org

Final Filing Date: Open Until Filled

The City of Oakland is an Equal Opportunity / ADA employer

SUPPLEMENTAL QUESTIONNAIRE

**CITY OF OAKLAND
OFFICE OF CITY ATTORNEY
DEPUTY CITY ATTORNEY III OR IV – REAL ESTATE, HOUSING,
ECONOMIC DEVELOPMENT & REDEVELOPMENT**

RECRUITMENT OPENED: AUGUST 2, 2021

DEADLINE: OPEN UNTIL FILLED

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions, along with your completed application will be used to select the most suitably qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered. Respond to each question fully, describing your specific experience and accomplishments. Responses must be legible and typewritten responses are preferred.

1. Describe your experience in affordable housing development and financing, real estate, economic development, community development, and redevelopment practice. Include in your answer the types of clients, the nature and scope of issues as well as your role advising clients, including any relevant public agency experience.
2. Provide at least one, but no more than three, writing samples where you were the primary author that would be samples of any of the experiences described in Question 1. Redact any identifying information if necessary.

CERTIFICATION OF APPLICANT

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge.

Signature: _____ Date: _____