



# CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

## SUPERVISING DEPUTY CITY ATTORNEY V LAND USE, PLANNING, ZONING AND BUILDING SERVICES

**Salary Range:**

**Deputy City Attorney V:** \$174,470.88, annually to \$214,199.40, annually

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

**Recruitment Opens:** Monday, January 3, 2022

**Initial Application Requirements:** Cover letter and resume

**Deadline to Apply:** Open until filled

### THE POSITION

The City Attorney's Office seeks a seasoned land use attorney with significant expertise advising in California public agencies, planning and zoning departments, building services departments and planning commissions on general regulatory land use matters to fill the position of Supervising Deputy City Attorney V. Expertise in economic development, municipal law, and environmental law is a plus.

The ideal candidate will have substantial and significant land use experience in the traditional practice of public agency land use, including but not limited to: (a) the California Environmental Quality Act (CEQA), (b) the Subdivision Map Act, (c) the Mitigation Fee Act; (d) State housing laws, (e) negotiation of Development Agreements, (f) significant residential development projects; and (g) writ of mandates or referendums challenging the City's land use decisions. In addition, the ideal candidate will be up to date on recent changes in State laws related to secondary units and emergency housing/shelter.

The Supervising Deputy City Attorney V in the City Attorney's Land Use Unit will advise the Planning and Zoning Departments and Building Services Department on varied land-use related matters and projects. The supervising attorney of the Unit will advise the City's Planning and Zoning Department, Building Services Department, Planning Commission and various additional boards/commissions that perform land use related oversight and recommendations to City staff and the City Council. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional or to a nonsupervisory role in the future. The selected attorney may receive general supervision from a 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 and other agencies on a wide variety of issues.

Experience in supervising attorneys, handling general administrative matters, and managing outside counsel also is desirable. The Supervising Deputy City Attorney V will directly advise and supervise attorneys who provide advice in all of the areas mentioned above and other subject matter areas as assigned.

A working knowledge of municipal law basics, such as the Brown Act, the Political Reform Act and the Public Records Act is a plus. The ability to quickly develop proficiency in new areas of law and general municipal law is essential, and the ability to work effectively in a diverse environment also is essential.

### **Agency Description**

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 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.

### **Job Description**

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

- Supervises attorneys in the Land Use Unit.
- Performs legal research, interprets and applies statutes, regulations, codes, and court decisions.
- Drafts and reviews complex documents, such as CEQA analyses and other documents related to land use permits.
- 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 Planning Commission Oakland and other boards and commissions with land use-related oversight and recommendation responsibilities, 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.
- Provides legal advice to City planning, zoning and building services 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.
- May serve as counsel to the City Council, City Council committees and City boards or commissions at public or closed session meetings.
- Attends evening and late-night meetings on matters and issues regarding land use and building services.

## **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**

- One year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland.

OR

- Ten years professional experience in relevant areas of law.

### **Education**

- School of law graduate.

### **License or Certificate**

- A member in good standing of the California State Bar.
- Incumbents in this position are 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. Due to assignments and hours of work, public transportation may not always be an efficient method for traveling to required locations.

### **Desirable Skills**

- 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 issues and 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 work 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 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](mailto: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](http://www.oaklandcityattorney.org)

**Final Filing Date: Open Until Filled**

**The City of Oakland is an Equal Opportunity / ADA employer**

**Supplemental Questionnaire**  
**Supervising Deputy City Attorney V**  
**Land Use, Planning, Zoning and Building Services**

**Recruitment Opened: Monday, January 3, 2022**  
**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. Fully describe your experience in land use transactional practice. Provide examples of significant housing/affordable housing, mixed-used development, emergency/shelter housing and other such matters/projects you have handled, and include the types of clients, the nature and scope of issues as well as your role advising clients, including planning commissions and 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.
3. Describe your experience in supervising attorneys, including but not limited to supervising land use and/or other areas.
4. Describe any relevant public agency experience as well as your interest in this type of practice.

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

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**Signature**

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**Date**

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