



The League of California Cities invites your interest for the position of:

Deputy General Counsel / Senior Deputy General Counsel

August 2023

Cal Cities Culture and Mission

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

Legal Department

Essential to the Cal Cities strategic mission to be recognized and respected as the leading advocate for the common interests of California cities, the four-member team of the Cal Cities legal department engages in a wide-variety of traditional and non-traditional legal activities. Traditional activities range from providing in-house advice to coordinating amicus filings; non-traditional activities include providing staffing services for the Cal Cities City Attorneys' Department, which includes developing educational materials and programming.

Position Summary

The League of California Cities is seeking a talented and professional attorney to fill the role of Deputy General Counsel or Senior Deputy General Counsel, depending upon qualifications and experience.

The Deputy General Counsel and Senior Deputy Counsel provide legal advice and guidance to Cal Cities and perform research and analysis on a wide variety of legal, legislative, and regulatory matters affecting the organization and its members. Additionally, they provide support to the Legal Advocacy Program and the City Attorneys' Department.

The Senior Deputy General Counsel position handles more complex legal issues, and also provides staff support to the Cal Cities legislative and public affairs teams by reviewing, analyzing, and advising on the legal aspects of legislative or regulatory issues affecting Cal Cities or its members.

General Duties include:

- Assist and advise Cal Cities on wide range of legal matters, including compliance with applicable local, state, and federal laws and regulations.
- Conduct legal research on legal, legislative, or regulatory issues affecting Cal Cities or its members and liaises with internal and external partners as needed.
- Prepare memoranda or other written products summarizing or analyzing legal, legislative, or regulatory issues as required.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

- Assist in drafting, reviewing and proposing edits to Cal Cities contracts or other organizational documents for legal compliance.
- Assist with the Legal Advocacy Program.
- Provide staff support to the City Attorneys' Department.

Qualifications and Experience

Deputy General Counsel:

Juris Doctorate (JD) degree from an accredited law school. Active member, in good standing, of the California Bar. At least two years of progressively responsible experience as a practicing attorney in California. Previous experience in municipal law is desirable.

Senior Deputy General Counsel:

Juris Doctorate (JD) degree from an accredited law school. Active member, in good standing, of the California Bar. Four (4) or more years of progressively responsible experience as a practicing attorney, preferably in the area of municipal law.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Travels as needed to locations throughout California in the performance of duties.

Compensation and Benefits

Salary: Commensurate with qualifications and experience.

Deputy General Counsel Salary Range: \$79,581 - \$127,330

Senior Deputy Salary Range: \$97,600 - \$161,039

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer compensation through Cal Cities' Mission Square 457 defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Management Time Off (MTO): Management employees accrue four days per year.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

To apply, please submit your resume and cover letter on our careers page:

- www.calcities.org/join-our-team

OR click on the following application link:

- <https://secure.onehcm.com/ta/LCAC.careers?ShowJob=570559177>

Recruitment for the Deputy General Counsel/Senior Deputy General Counsel position will be ongoing until filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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