



Job Description

Position Title:	Deputy General Counsel
Classification:	Senior Manager
Pay Grade:	Level 7
Department:	Legal
Employment Status:	At-Will
Position Reports To:	General Counsel
Positions Supervised:	None
Judgment Exercised:	Exercises significant independent judgment
Overtime Status:	Exempt

Position Summary

- Assists in providing legal advice and guidance to Cal Cities. Performs research and analysis on a wide variety of legal, legislative, and regulatory matters affecting the organization and its members. Assists with the administration of the Legal Advocacy Program. Provides staff support to the City Attorneys' Department.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Legal

- Assists in advising Cal Cities on wide range of legal matters, including compliance with applicable local, state, and federal laws and regulations.
- Conducts legal research on legal, legislative, or regulatory issues affecting Cal Cities or its members and liaises with internal and external partners as needed.
- Prepares memoranda or other written products summarizing or analyzing legal, legislative, or regulatory issues as required.
- Assists in reviewing and proposing edits to Cal Cities contracts or other organizational documents for legal compliance.
- Assists with the Legal Advocacy Program by performing such tasks as:
 - Reviewing and analyzing matters submitted;
 - Monitoring and reporting on case law as it pertains to Cal Cities members;
 - Summarizing matters for consideration by appropriate Cal Cities committees, including the Legal Advocacy Committee;
 - Drafting reports to the Cal Cities Board and Executive Officer on advocacy activities and case law developments;

- Assisting in supervising the preparation and filing of approved briefs or letters, occasionally drafting letters to state agencies on behalf of Cal Cities; and
- Assisting in coordinating with other local agency association and organizations to achieve mutually desired legal outcomes.
- Provides staff support to the City Attorneys' Department, including:
 - Attending substantive Department committee meetings;
 - Reviewing and editing committee work product;
 - Assisting with the preparation and presentation of Department continuing education conferences and webinars;
 - Assisting in managing the City Attorney Community and other communications to the Department;
 - Facilitating communication between Department representatives and the Cal Cities legislative team on pending or potential legislation.
 - Providing staff support to Department representatives assigned to Cal Cities Policy Committees.
- Performs other special legal projects as assigned by the General Counsel and Assistant General Counsel.

General

- Follows departmental work plans to support strategic organizational goals and objectives of Cal Cities.
- Travels occasionally - mostly within California - in the performance of duties.
- Works beyond Cal Cities' normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.
- Performs other duties as assigned.

Job Qualifications

Knowledge/Skills:

- Basic knowledge of local, state, and federal laws, principles, and regulations applicable to municipalities and nonprofit associations.
- Ability to interpret, analyze, and apply statutes, rules, regulations, ordinances, and case law.
- Ability to conduct legal research using legal, legislative, and other research tools.
- Ability to analyze and evaluate legal and non-legal issues.
- Ability to define problems, gather data, establish facts, draw valid conclusions, and make sound recommendations.
- Ability to exercise sound judgment in making decisions, and in seeking help when needed.
- Ability to review and analyze Cal Cities policies, procedures, guidelines, rules and regulations.
- Basic knowledge of effective writing and verbal presentations, including public speaking.
- Ability to communicate clearly and effectively both orally and in writing, on both legal and non-legal topics and issues and to explain legal issues to non-attorneys.
- Knowledge of legal documentation procedures and requirements.
- Ability to draft clear and concise legal documents, including but not limited to legal memoranda, contracts, and other written products.
- Ability to act with integrity and high ethical standards in all Cal Cities business.

- Ability to collegially and effectively communicate, interact, and establish relationships with executive management, staff, members, vendors and cross-functional teams.
- Ability to sustain a positive, “can-do” attitude and commitment to customer service both internally and externally.
- Knowledge of organizational principles and structures.
- Employs strategies and approaches to facilitate inclusion, diversity and equity within the organization and across Cal Cities policies, programs, and services. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Ability to identify and organize departmental and organizational priorities.
- Ability to manage time efficiently and prioritize tasks strategically and effectively.
- Ability to respond and adapt to changes in workload in a positive and pleasant manner.
- Ability to perform duties with professionalism, both individually and as a member of a team.
- Ability to independently follow through on necessary tasks.
- Ability to travel as needed to perform duties and advance organizational goals and objectives.

Experience and Training

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.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse	Copier	Scanner
Smart Phone	Telephone	
Automobile	Current office applications	