



# The City of Brentwood

Is Seeking An

# Assistant City Attorney

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## THE COMMUNITY

**T**he City of Brentwood is one of the Bay Area's most dynamic communities. In the last 15 years, the population has grown from 11,563 to 52,492. Under the stewardship of the City Council, staff and community leaders, the City has been carefully planned with tree-lined residential neighborhoods, new schools, award-winning parks, an extensive network of walking trails, retail shops, and a quaint Downtown. Brentwood is a great place to live and work.

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Brentwood's annual population growth of 9%-13% during the first half of the decade has slowed with the changes in the housing market, but there are many important projects close to completion and planned in the near future – a new Civic Center; the Vineyards at Marsh Creek development project; revitalization of the Brentwood Boulevard Corridor; commercial development along the state Highway 4 bypass; and additional retail and employment centers. The current population of 52,492 is expected to grow to a projected build-out population of 78,000. The City's incorporated boundary currently totals 14 square miles.

Brentwood is located equidistant (60 miles) from both San Francisco and Sacramento, and less than 30 miles from Walnut Creek and Livermore.

## THE ORGANIZATION

**B**rentwood is a General Law city governed by the Council-Manager plan. The City Council consists of a directly elected four-year term Mayor and four City Council members who serve four-year overlapping terms.

In addition to appointing the City Manager and the City Attorney, the Mayor and City Council appoint members of the Planning Commission, Arts Commission, Parks and Recreation Commission, and Youth Commission. The City has partnerships with the two school districts which serve the City residents. The City has funded additional sports facilities at schools throughout the City to maximize public money to benefit the residents. Staff from the City and school districts work very closely together to ensure that schools and education are a top priority.

With a total operating budget of \$261.6 million and authorized staff of 269 full-time employees, the City directly provides a variety of services including police, water, sewer, and refuse collection. The East Contra Costa Fire Protection District provides fire protection. City departments include Parks and Recreation, Police, Public Works, Community Development, Finance and Information Systems, and Administration.

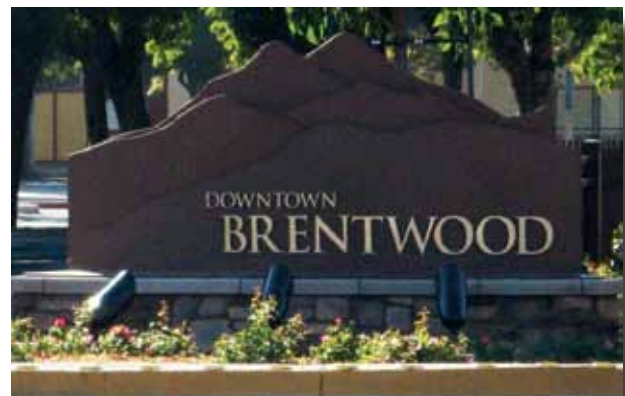
Fiscal strength and long-term financial stability are key components of the City's budget development principles, and Brentwood maintains a healthy General Fund with a balanced budget and a reserve of \$15.6 million.

### CITY OF BRENTWOOD VISION

*We are an organization of dedicated professionals working together to make Brentwood the very best, preserving its rich heritage and keeping Brentwood in the hearts of the people.*

## THE DEPARTMENT

**T**he City Attorney's Office provides legal advice and services to the City Council, City officials, staff, departments, boards and commissions, and assists the City Council in achieving its goals in accordance with all applicable legal requirements. Office responsibilities include the review and preparation of ordinances, resolutions,



contracts, real property agreements, and related legal documents for the City. In addition, the office represents the City, its officers and employees in limited litigation and contracts with outside counsel for more complex matters.

### **MISSION STATEMENT**

*To provide ethical and effective legal counsel to City Officers and employees for the benefit of the citizens of the City of Brentwood*

The City Attorney's Office is comprised of the City Attorney, Assistant City Attorney, an Executive Assistant, and an Administrative Assistant II. The City Attorney's Office is located in the newly completed City Hall.

### **THE POSITION**

The Assistant City Attorney is appointed by, and works in partnership with the City Attorney. An integral member of the City's management team, the Assistant City Attorney is an exempt, at-will position and serves at the discretion of the City Attorney. The Assistant City Attorney is expected to provide legal advice on a wide range of general municipal law topics. Specific requirements and responsibilities for this position include:

- Having significant experience in the areas of land use, CEQA and the Subdivision Map Act;
- Performing legal research on a variety of general municipal law subjects including the Brown Act, conflicts of interest and the Public Records Act; as well as providing written and oral opinions to the City Council, City departments, and various boards and commissions;
- Drafting and reviewing ordinances, resolutions, contracts, real property agreements, and other legal documents for legal soundness and acceptability;
- Representing the City Attorney at various boards and commissions as assigned (the Assistant City Attorney staffs Planning Commission meetings);
- Serving as the acting City Attorney in his absence.

Upcoming priorities for the City Attorney's Office that will require the attention of the Assistant City Attorney include:

- The preparation of a comprehensive General Plan Update
- Ongoing revisions to the existing Downtown Specific Plan
- Changes to City housing ordinances and the Housing Element
- Updates to the Zoning Code



### **CITY OF BRENTWOOD CORE VALUES**

**Integrity** – *Uncompromising adherence to moral and ethical principles.*

**Passion** – *Boundless enthusiasm for what we do.*

**Accountability** – *Answerable for our actions.*

**Respect** – *To feel and show esteem and consideration for others openness and trust with each other.*

**Quality** – *The highest degree of excellence.*

### **THE IDEAL CANDIDATE**

The ideal candidate will be an experienced, energetic, self-motivated, dependable, and highly ethical attorney, with a proven track record for providing competent and practical legal advice on a range of municipal law topics, with particular expertise in land use and real property. Candidates who bring experience in public contracting, agreement drafting, and advising elected and appointed bodies will be favorably considered. The successful candidate will reflect the City's core values in his/her work life. Specific requirements are as follows:

#### **Education and Experience**

Candidates must possess a Juris Doctorate degree from an accredited school of law, and have at least four years of experience practicing law including experience in a public agency law office, or in a private firm that has contracted with a public agency law office for legal services. A license to practice law in California is also required.

#### **Competencies and Personal Characteristics**

The ideal candidate will possess the following additional characteristics, competencies, and style:



## COMPENSATION AND BENEFITS

The salary schedule for the Assistant City Attorney is a five-step range: **\$122,766 - \$149,225**. The City offers a comprehensive benefit plan including: PERS 2% @ 60 retirement, generous leave allowances (including 14 paid holidays), matching (i.e. up to \$110/month) deferred compensation, Spanish bi-lingual pay, a Flexible Benefits Plan, and very competitive health/dental/vision and life insurance programs, including PERS medical coverage for retirees.

## APPLICATION AND SELECTION PROCEDURE

**This position is open until filled.** The first screening of resumes will occur the week of February 20, 2012. To be considered for this excellent career opportunity, please submit your resume with cover letter, current salary, and a list of four work-related references. Your resume should reflect both years **and** months of current and prior positions held.

Submit materials to:



Stuart Satow  
CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
Tel: 916 263-1401 • Fax: 916 561-7205  
Email: [resumes@cps.ca.gov](mailto:resumes@cps.ca.gov)  
Website: [www.cps.ca.gov/search](http://www.cps.ca.gov/search)  
City website: [www.brentwoodca.gov](http://www.brentwoodca.gov)

### Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates, as determined by the City, will be invited to a formal interview process in Brentwood.

*The City of Brentwood is an  
EQUAL OPPORTUNITY EMPLOYER*

- A team player who works closely with department heads and city staff in examining potential legal impacts and developing alternatives to address a wide range of policy and operational issues.
- Maintains the highest ethical standards – a person of exceptional character who naturally earns the confidence and trust of others.
- Minimizes the City's exposure to liability while achieving the City Council's policy direction; willing to take prudent risks – has a track record as an attorney of helping clients reach their goals.
- A "bridge builder" – brings a collaborative approach to the City Attorney's Office while seeking ways to effectively work with others.
- Politically astute without being political; has experience working with local elected officials and knows the difference between legal advice and policy making roles while not avoiding difficult issues.
- Can be relied upon to provide sound legal advice, even when it may not be the popular answer.
- Strong legal research and writing skills; composing and editing documents in a timely manner while maintaining high quality work products.
- Excellent communication skills with the ability to concisely and effectively explain complex legal issues in lay terms.
- Self-starter, positive, appropriately assertive, and proactive.
- Approachable and accessible with a customer-service orientation.
- Confident yet unassuming; pragmatic/common sense approach.
- Sense of humor.