



# CITY OF CRESCENT CITY

*Invites you to apply for*

## CITY ATTORNEY

**\$99,281 — \$124,468 annual salary**

***(Plus benefit package)***

There is one (1) position available in the classification of City Attorney for the City of Crescent City. This is a contract position. Applications can be picked up at City Hall or online at [www.crescentcity.org](http://www.crescentcity.org).

**Application deadline is Friday, November 19, 2021.**

*The City reserves the right to extend the filing deadline as necessary.*

The City of Crescent City is located on the pristine northern California coast about 20 miles south of the Oregon border. The City (Approximately population 4,000) is the only incorporated City in Del Norte County (Approximately population 24,500). Our breathtaking community offers an abundance of outdoor activities due to the proximity of the Pacific Ocean, the Smith and Klamath Rivers (two of the best steelhead fishing streams on the Pacific coast) and is surrounded by the beautiful Redwood National and State Parks and Smith River National Recreation Area. The climate is mild throughout the year, with winter temperatures averaging 40-50 degrees and 60-70 degrees in the summer; average rainfall is approximately 64 inches. The summer weather is often 10-20 degrees warmer just 10 miles up the Smith River. The City was incorporated in 1854 and consists of 70.75 FTE's with a 28.6 million dollar budget.

The City operates water and sewer utilities serving approximately 15,000 residents of the City and adjacent unincorporated areas, a County wide Housing Authority, and a full range of City services including police, fire, public works, community development, planning, building, and engineering.

As the City's vision and mission is to promote health, safety, quality of life and community pride for our residents, businesses and visitors through leadership, teamwork and values. The purpose of the City of Crescent City is to promote a high quality of leadership, services and life to our residents, businesses and visitors by providing the most efficient, innovative and economically sound municipal services, based on our diverse history, culture and unique natural resources.

**GENERAL STATEMENT OF DUTIES:** Under policy direction from the City Council, serves as the legal advisor for the City Council, City Manager, boards, commissions and other City staff; and provides a full range of legal services to the City including preparation of legal opinions, research and support, representation in legal actions, document preparation and related work.

**ESSENTIAL DUTIES: JOB REQUIREMENTS:** *(The following are a representative sample of knowledge, skill and abilities necessary to perform the essential duties of the position.)*

Serves as legal representative for the City, advising the City Council and management on legal matters and providing instruction in preventative law strategies; attends City departmental meetings and meets with management staff to advise on legal issues and problems. Attends all meetings of the City Council, and other board, commission or committee meetings or events as required, and provides legal advice on a variety of agenda items and complex matters; researches and provides written opinions to the City Council and City Manager as requested. Attends all meetings of the Planning Commission and attends other meetings of other advisory committees and commissions as needed.

Serves as legal advisor of the Crescent City Housing Authority Board of Directors. Serve as trial and legal advocate for litigation involving the City and supervise and direct outside counsel serving in this role. Appears and represents City's interests at administrative hearings before various public agencies and appeal boards. Coordinate City's legal activities with other governmental agencies and outside organizations. Prepare legal documents; prepare and/or review resolutions and ordinances; prepare revisions to municipal code as necessary. Assists in negotiations as requested and prepares or reviews the sufficiency of legal documents to which the City is a party, reviews agreements, memoranda of understandings and contracts.



Evaluates legal claims filed against the City and recommends appropriate action; represents City in collection of claims. Maintain current awareness of proposed legislation, court decisions, and legal issues involving municipal operations. Prepares drafts and final resolutions and ordinances for consideration and adoption by the City Council and various boards and commissions. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law and other legal areas impacting City operations and services. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Perform other related duties and responsibilities as assigned.

**QUALIFICATIONS:** Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.

**EDUCATION:** Juris Doctor from an ABA-accredited law school.

**EXPERIENCE:** Extensive, progressive experience practicing law, with working experience in practice of municipal law in the State of California. Extensive litigation and administrative experience.

**LICENSE/CERTIFICATION:** Possession of, or ability to obtain, a California Driver's License or equivalent, if a resident of another state and a satisfactory driving record are conditions of initial and continued employment. Possession of current membership in good standing with the California State Bar.

**APPLICATION PROCESS: A City of Crescent City application packet must be received in the Human Resources Department by 5:00 p.m. on the final filing date. Applications must include a cover letter, City application, resume, supplemental questions and 3 professional references.**

**Application materials are available at City Hall or online at [www.crescentcity.org](http://www.crescentcity.org).**

**FINAL FILING DATE: 5:00 p.m., Friday, November 19, 2021.**

#### **Wage and Benefits:**

**Annual Salary:** \$99,281—\$124,468

**Retirement:** PERS 2.5% at 55 for Classic members; 2.0% at 62 for new members.

**Health:** The City provides up to \$1,540.00/month in a flexible benefit plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, life insurance and an additional accidental death policy. Employees are reimbursed up to \$360.00 annual for participation in wellness-related activities.

**Vacation Leave:** Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

**Sick Leave:** Sick leave is accrued at 4 hours biweekly with an accumulation limit.

**Holidays:** 12 paid holidays per year.

**City Hall works on a 9/80 work schedule.**

**Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.**

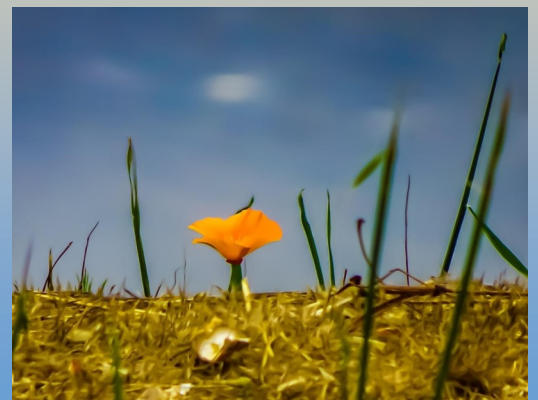
#### **Equal Employment Opportunity/Reasonable Accommodation:**

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

**City of Crescent City- Human Resources**  
**377 J Street.**  
**Crescent City, CA 95531**  
**(707) 464-7483, ext. 233**  
**[www.crescentcity.org](http://www.crescentcity.org)**



**CITY OF CRESCENT CITY**  
**SUPPLEMENTAL QUESTIONNAIRE**

**CITY ATTORNEY**

Please submit a writing sample of no more than one page for each question. At the top of each page please include your name and page number. For each question, please write it out completely before responding. The responses to these questions will be reviewed and evaluated prior to the next step in the recruitment process.

1. Please describe your litigation experience, including nuisance abatement, code enforcement, zoning compliance, and unlawful detainers.
  
2. Please describe your experience negotiating, drafting, reviewing and providing legal advice on memorandums of understanding with other public agencies.
  
3. What have you learned about the City of Crescent City that interests you, and why is now a good time in your career to consider this position?