



City of
Santa Maria
*"Shape your career while shaping
your community."*

c a r e e r o p p o r t u n i t y

ASSISTANT CITY ATTORNEY

SALARY: \$126,725.56–\$154,035.96* DOE/DOQ

*3% raise scheduled for December 31, 2019; 2% raise scheduled for December 31, 2020.

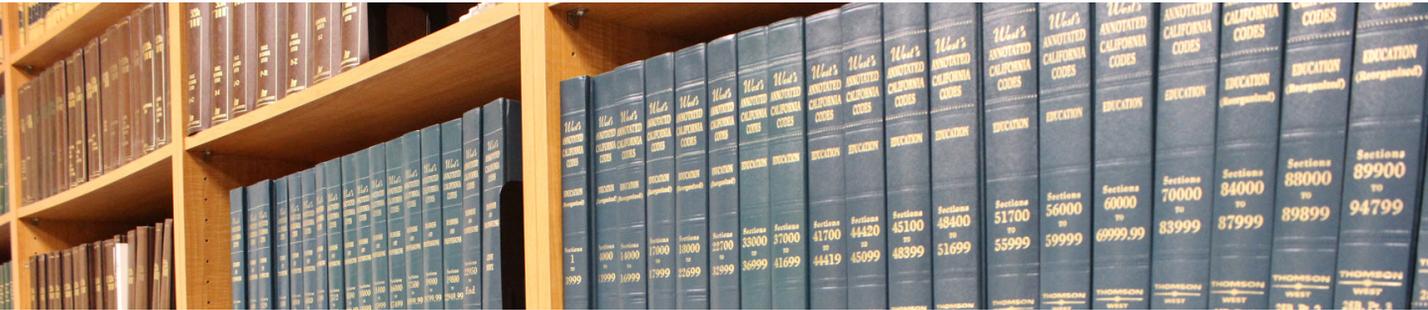
The City of Santa Maria **seeks an Assistant City Attorney who is** customer-service focused, a self-starter, experienced at providing legal counsel on matters related to land use, CEQA, and land development. Our ideal candidate is politically savvy, a relationship builder, a problem solver, has a high level of emotional intelligence, and is someone who has experience serving public sector organizations.

THE CITY ATTORNEY'S OFFICE

We are a law firm serving one client—the City of Santa Maria!

The City Attorney is a small but effective team consisting of the City Attorney, two Assistant City Attorneys, and three support staff. It is complimented by outside litigation counsel. The City Attorney serves as legal advisor to the Council, the City Manager and other City officials; approves all proposed ordinances, resolutions and other legal documents; represents the City in all legal actions; and enforces the Santa Maria Municipal Code.

WHAT'S NEW? The City recently hired a new City Attorney and we are making new and exciting culture changes to our organization. We take a team approach and staff enjoys the private law firm experience in a public law firm setting. Join our team and help us build our internal law firm from scratch!



THE POSITION / IDEAL CANDIDATE

Candidates best suited for this dynamic organization will be collaborative, politically savvy, emotionally intelligent, bright, flexible, proactive, and influential. Candidates should also bring a high degree of professional independence, exceptionally good legal judgment, and a proven track record of providing an exceptional customer service experience.

This is an at-will position within the City Attorney's Office that serves as part of the City's management team. This position assists the City Attorney with all operational and legal matters and provides a wide range of advice and support to all City departments and elected and appointed officials. This position also supports the planning commission and works closely with others in land development.

Become a part of our dynamic team and you will:

- Work with City planners to develop the first general plan update in 40 years and be part of shaping land use in the city for several decades.
- Help lead a team of administrative and professional staff.
- Contribute to budget development, spending oversight, and building our new culture.

You will also...

LEGAL/OPERATIONAL ACUMEN

- Defend and provide day-to-day legal advice for City officials, Department Directors and employees.
- Draft contracts, opinions, resolutions and ordinances, etc.
- Be assigned as legal counsel to the Planning Commission.
- Work with community members, various commissions, boards, special interest groups, associations, and multiple community plans.
- Demonstrate sound legal judgement and decision-making.
- Operate within a strong ethical framework and strive to uphold the public trust while improving accountability, customer service, and efficiency.
- Represent the City in discovery matters and negotiate civil settlements and agreements.
- Develop policy and assist with updates to operational procedures.
- Have decision-making responsibilities for the Office and act as City Attorney in his absence.
- Direct legal process work in environmental, land use, annexation proceedings, etc.
- Attend City Council meetings, and other boards and commissions as necessary.
- Make every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.



LEADERSHIP / CUSTOMER SERVICE

- Perform well under pressure
- Have good leadership and interpersonal skills to work successfully with all levels in the organization.
- Be a strong orator and possess excellent written communication skills.
- Lead by example and navigate effectively in a political environment.
- Strive to exceed client expectations.
- Have the ability to plan and execute work through team members.





EMPLOYMENT STANDARDS

- Graduation from an accredited law school.
- Six years of law experience.
- Active membership, in good standing, with the State Bar of California.
- Possession of valid California Driver License, with a satisfactory driving record, by the date of appointment.
- Ability to successfully pass a background investigation performed by the Santa Maria Police Department.

Preferred, but not required:

- Legal concentration in: land use, CEQA, land development.
- Background serving municipal clients either in private practice or within a municipal organization.
- Litigation experience.





THE CITY

The City of Santa Maria is located on the beautiful central coast of California and covers over 23 square miles. The City has a population of approximately 106,000 and a harmonious balance of maintaining coastal and agricultural lands while promoting business. Santa Maria has been recognized nationally as an All-America City by the National Civic League and offers reasonably priced housing, community festivals, quality schools, and is in close proximity to beaches, cultural arts, a local airport, wineries, and higher education institutions.



SALARY & BENEFITS

The annual salary range is: **\$126,725.56 – \$154,035.96** DOE/DOQ (A 3% raise scheduled for December 31, 2019 and a 2% raise is scheduled for December 31, 2020); salary will be negotiated depending upon qualifications and experience.

Alternative Schedule:

A 9/80 work schedule is available to those in the City Attorney's Office.

Auto Allowance: An annual allowance of \$116/month.

Telephone/PDA Stipend: Stipend of up to \$115/month.

Retirement: CalPERS with a 2% at 55 formula for classic members and 2% at 62 for new members.

Deferred Retirement: City contributes \$11.54 per pay period toward a 457 deferred compensation plan.

Health Insurance: City contributes up to \$1,064/month towards a choice plan.

Post-Employment

Health Plan (PEHP): City contributes \$92 per pay period to a fund that will provide reimbursement for out-of-pocket cost of qualified medical expenses and medical insurance premiums upon separation or retirement.

Dental & Vision Insurance: City pays for entire family.

Vacation: Minimum 10 days/year and up to 21 days.

Management Leave: The Assistant City Attorney Position receives 64 hours of management leave per year.

Sick: 96 hours/year.

Holidays: Seven (eight hour) holidays a year; and eligible to receive, on a pro-rated basis, forty hours of floating time a year to be scheduled off or cashed out.

Other: Short-/Long-term disability; life insurance, tuition reimbursement, as well as a variety of optional employee-paid plans.

Succession Planning:

Academics are offered to all employees to advance or hone leadership skills to ensure we are growing leaders within our organization. The City offers quarterly speaker series, corporate toastmasters club, and more.

HOW TO APPLY

*This is an open continuous recruitment; however, for first consideration apply by **SEPTEMBER 16** by completing an application and submitting your cover letter and resume to: wbcpinc.com/job-board/*

If you have questions about this position, please contact Katrina Garcia.
Email to: kgarcia@cityofsantamaria.org
Or Call: **(805) 925-0951 x2394**

SAVE THE DATES

October 10 & 11:

Interview dates
(candidates selected to interview will need to be available for both days)