



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

Assistant General Counsel

February 2020

Position Description: Assistant General Counsel

Assists in managing legal risks for the League of California Cities by providing high-quality legal advice and guidance. Performs research and provides trusted analysis on a wide variety of legal, legislative, and regulatory matters affecting the organization and its members. Manages the administration of the Legal Advocacy Program, through which the League weighs in on legal issues and litigation when its participation is likely to affirmatively advance cities' collective legal interests. Provides staff support to the City Attorneys' Department, which serves as the professional association for the city attorneys of League member cities in California. Performs other duties as assigned.

Legal Affairs Department

Essential to the League's strategic mission to be recognized and respected as the leading advocate for the common interests of California cities, the four-member team of the League's 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 League's City Attorneys' Department, which includes developing educational materials and programming. This position presents a unique opportunity for a bright, collegial attorney with a passion for municipal government and an enthusiasm for addressing unique legal and non-legal issues in an intellectually stimulating environment.

The League

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, the League's mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the League's employees is a vital partner in the organization's mission and success

Qualifications & Experience

We seek a dynamic and experienced person to fill this critical role with the League of California Cities. Juris Doctorate (JD) degree from an accredited law school is required. Must be active member, in good standing, of the California Bar. Five (5) or more years of increasing experience as a practicing attorney, preferably in the area of municipal law, with demonstrated success in providing high

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quality legal advice, or a combination of education and experience which provides the required knowledge, skills, and abilities.

Work Schedule and Travel

The League's normal workweek is Monday through Friday, 8:30 a.m. to 5 p.m. Occasional travel via automobile or air is required in normal course of job duties.

Compensation & Benefits

Salary: Depending on qualifications.

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 up to \$19,500 per year through the League's ICMA/RC 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 \$50,000 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.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Assistant General Counsel will be ongoing until the position is 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.

Application Procedure

Please submit a cover letter, resume and salary requirements to:

- careers@cacities.org
- Enter "Assistant General Counsel" in the subject line.

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