



Job Description

Position Title: Assistant General Counsel
Classification: Assistant Director
Department: Legal
Prepared Date: 2/26/20

Employment Status: At-Will
Position Reports To: General Counsel
Positions Supervised: None
Judgment Exercised: Extensive and significant
Overtime Status: Exempt

Position Summary

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 of a wide variety of legal, legislative, and regulatory matters affecting the organization and its members. Manages 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 managing legal risks and advising the League of California Cities on diverse legal issues that are often complex and multi-faceted in scope.
- Drafts, reviews or edits League contracts and other organizational documents for legal compliance with applicable local, state, and federal laws and regulations.
- Prepares memoranda or other written products as needed to interpret, analyze or advise on legal, legislative, or regulatory issues affecting the League or its members, and liaises with internal and external partners as necessary.
- Manages requests for the League to become involved in the resolution of a legal issue through the Legal Advocacy Program by performing tasks such as:
 - Reviewing and analyzing matters submitted;
 - Summarizing matters for consideration by appropriate League committees, including the Legal Advocacy Committee;
 - Supervising or assisting in supervising the preparation and timely filing of approved briefs or letters; and
 - Coordinating with other local agency associations 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 of Department continuing education conferences and webinars; and
 - Assisting in managing the City Attorney Forum and other communications to the Department.
- Performs other special legal projects as assigned by the General Counsel.

General

- Assists the General Counsel in developing, implementing, and monitoring departmental work plans to support strategic organizational goals and objectives of the League.
- Travels occasionally – mostly within California – in the performance of duties.
- Works beyond the League's 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 required.

Job Qualifications

Knowledge/Skills:

- Advanced knowledge of local, state, and federal laws, principles, and regulations applicable to municipalities and nonprofit associations.
- Ability to confidently interpret, analyze, and apply complex schemes of statutes, rules, regulations, ordinances, and case law.
- Ability to efficiently conduct research using legal, legislative, and other research tools.
- Ability to analyze, evaluate and provide trusted advice on complex legal and non-legal issues.
- Ability to use sound judgment to make difficult decisions, at times with minimal supervision.
- Ability to interpret and apply League policies, procedures, guidelines, rules and regulations.
- Knowledge of effective writing and verbal presentation principles, 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 complex legal matters to non-attorneys.
- Knowledge of legal documentation procedures and requirements.
- Ability to develop high-quality legal memoranda, contracts, and other written products.
- Ability to act with integrity and high ethical standards in all League business.
- Knowledge of effective communication and basic management principles.
- 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.
- 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 be self-supervising and independently follow through on necessary tasks while delivering high quality work product.

- 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. Five (5) or more years of increasing experience as a practicing attorney, preferably in the area of municipal law.

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
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	
