



CITY OF TRACY, CALIFORNIA

# City Attorney



Koff & Associates  
A Gallagher Company



## THE COMMUNITY

With a population of 98,601 residents, the City of Tracy lies at the intersection of its past and its future. Approximately one-hour drive from the cities of San Francisco, San Jose and Sacramento, Tracy is a gateway to the Bay Area and at the center of a triangle formed by the convergence of three major California Interstate Freeways; 580, 205 and 5. Tracy's centralized location offers easy freeway access to the vast recreational resources of the Bay Delta, Yosemite National Park, Lake Tahoe, and San Francisco Bay Area.

Tracy is a thriving industrial, commercial, and residential community based on well-planned growth and progress. Tracy's pro-business atmosphere is reflected in its large, diverse economic base that features a regional shopping mall, big-box retailers, hotels, restaurants, and other commercial and residential developments. Tracy's strategic location has made it an attractive location for many e-commerce retailers, including Amazon and Crate N' Barrel. The City is planning several economic development initiatives to attract manufacturing and R&D businesses that will support tech, green and sustainability-based industries. The City of Tracy has established itself as an important suburb to the San Francisco Bay Area region with its solid base of small businesses, national retailers, and restaurants. With an ongoing commitment to providing high-quality, economical, responsive services to the local community, Tracy is well-positioned for future commercial, office and industrial development.

Residents take pride in their City, which is surrounded by farmlands, orchards, and ranches reminiscent of its agricultural past. This pride is reflected in Tracy's small-town character, numerous beautiful parks, and open spaces, wide treelined streets, attractive public landscaping, a low

crime rate, quality schools and affordable housing. Although Tracy has grown considerably, it continues to be a family-oriented community, emphasizing education, recreation, and a high quality of life.

## GOVERNANCE

The City of Tracy is a general law city with a City Manager form of government. The Mayor and City Council are elected at-large and appoint the City Manager and the City Attorney. The City Manager is the chief executive officer for the City and is accountable to the City Council. City departments include: City Manager's Office (which includes Arts Education and Entertainment at the Grand Theatre), City Attorney's Office, City Clerk's Office, Police Department, Fire Department (January 2, 2022 will transition to the Fire Authority and will have their own legal counsel), Finance Department, Human Resources Department, Development Services (which includes Planning, Engineering, Building, Economic Development, and Code Enforcement), Parks & Recreation (which includes Transit with two airports and busses), Public Works, and Utilities (which supplies both water and sewer to the entire City).

## THE POSITION

The City Attorney provides a wide range of professional legal services, assistance, and advice to the City Council, all City departments, the City Manager, and various boards, committees, and commissions; plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Attorney's Office; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies and various public and private groups; and performs related duties, as assigned.

This is a department director classification that oversees, directs, and participates in all activities of the City Attorney's Office, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class consults with the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities,







including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

#### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Renders opinions in writing and orally for City Council, City Manager, boards, committees, commissions, and department staff regarding routine and complex matters; attends City Council, board, committee, and commission meetings as requested.

- Prepares, reviews, and assists in the negotiation of proposed agreements; prepares and reviews ordinances, resolutions, bonds and financing papers, insurance policies, deeds, pleadings, contracts, and other legal documents relating to City affairs.
- Provides highly complex and professional staff assistance to the City Council, City Manager, and other City departments.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Prepares, reviews, and presents ordinances, resolutions, staff reports, various information updates, and reports on special projects to the City Council, City staff, and a variety of boards, committees, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal law and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Provides in-house training for the City Council, boards, committees, commissions, and staff relating to various matters.
- Performs other related duties as assigned.

#### THE IDEAL CANDIDATE

The ideal candidate will be a confident, honest, and experienced City Attorney able to lead a small staff of two other attorneys and one legal assistant, while building strong relations with city staff and city council. The City Attorney must have high integrity and engender a high level of trust and credibility, excellent communication and interpersonal skills necessary to articulate complex legal issues in laymen's terms and have the ability to build consensus and solid relationships. A background in municipal issues such as land use and land development, housing, homelessness, cannabis codes, JPA's, and ethics are instrumental for this position, as is experience in labor negotiations. The successful City Attorney will have a track record providing city council with clear data and objective legal opinions, as well as options and alternatives necessary to allow for good decision making.

Operationally and administratively, the City Attorney must provide cost-effective solutions in managing external services and legal contracts as well as ensuring that an efficient system of workflows and processes result in expedient turnaround for legal services.

The City Attorney is expected to provide creative, balanced, and practical legal approaches to city operations. A participative management style with a collaborative, team-oriented approach would be an ideal fit in this assignment. A keen sense of political acumen, while operating in an apolitical fashion, are also critical attributes for this role. This is an excellent opportunity for a seasoned professional to work with a passionate city council in a growing and changing community to bring positive support in the best interests of a deserving community.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to possession of a Juris Doctorate degree from an accredited school of law
- Seven (7) plus years of increasingly responsible professional legal experience in California in an area of law applicable to municipal government operations.

### Licenses and Certifications:

- Possession of a current CA State Bar license.

## SALARY AND BENEFITS

**The salary of this position is up to \$241,020 DOE/DOQ.**

The City of Tracy provides a generous benefits package to Department Heads. A summary of key benefits is listed below.

- **Health Benefits** - Choice of Kaiser, HMO, POS and PPO health insurance plans available with generous City contribution.
- **Dental and Vision Plans** - Choice of Delta Dental or Bright Now Dental plans available. VSP is available as a Vision plan.
- **Life Insurance and Long-Term Disability** - Individual coverage fully paid by the City (\$225K).

- **Retirement Program** - CalPERS (formula is dependent on hire date and member status in CalPERS) The City participates in Social Security for Misc. employees. Voluntary 457 Deferred Compensation programs available (ICMA-RC & VALIC). The City will contribute 5% of employee's base salary into the 401(a) plan. Public Safety does not participate in Social Security.
- **Paid Leave and Holidays** - General vacation accrues at the rate of 120 hours per year the first year and progresses up to 240 hours per year at 21 years of service. Management leave is accrued at 120 hours per year. Maximum accumulation of vacation, management leave, and floating holidays shall be 750 hours. Sick leave is accrued at a rate of 96 hours per year with unlimited accrual. There are 13 paid holidays per year (includes 2 floating holidays).
- **Management Benefit** - Annual allowance to be used at employee's discretion for job related expenses.
- **City Vehicle** - Department Heads shall be provided with either a City vehicle or a car allowance of \$500 per month.
- **Dependent Care and Medical Spending Accounts** - (IRS Section 125): Available to eligible employees on a voluntary basis.
- **Additional Benefits** - Employee Assistance Program, AFLAC, Employee Credit Union, Direct Deposit, and Tuition Reimbursement.



## APPLICATION AND RECRUITMENT PROCESS

**The final filing date is Tuesday, February 8, 2022.**

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/city-attorney-2/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



Frank Rojas

Phone (510) 495-0448

[frojas@koffassociates.com](mailto:frojas@koffassociates.com)

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.