



We invite applications for the position of:

Assistant City Attorney

\$13,551. - \$16,154. MONTHLY

4% MOU increase 04/02/2023

Plus, a comprehensive benefits package

**The City of San Mateo is looking for a highly qualified, experienced
Assistant City Attorney**

Why Join our Department?

The Office of the City Attorney serves as the legal department for the City of San Mateo municipal corporation. The Office's attorneys provide advice to the City Council, City staff, and various boards and commissions on the legal issues relating to the conduct of City business. The Office also represents the City in administrative or court proceedings in which the City or City officials are a party. The Office is currently comprised of 4 full time attorney positions and 1 support staff position. The members of the Office strive to provide excellent legal services to the City organization and the community.

San Mateo City Attorney Prasanna W. Rasiah was appointed by the City Council in 2021. Mr. Rasiah has worked as an "in house" municipal lawyer for over 21 years and previously worked in the City Attorney's Offices for the Cities of Redwood City, Fremont, and Berkeley. Mr. Rasiah sees the City Attorney's Office as a key component of the City organization whose function it is to address City challenges and implement City goals as established by the community's elected representatives on the City Council. Mr. Rasiah expects members of the Office to employ a proactive approach in providing advice and counsel to the departments and city officials they serve to avoid legal problems to the maximum extent possible.

Look to some of the reasons why the City of San Mateo is a great place to work, <https://youtu.be/XNAF7GZUNl8>

What You'll Do

The City of San Mateo is seeking a dynamic candidate to fill the position in the Office of the City Attorney. This successful candidate will provide a wide range of professional legal services to all City departments, the City Council, and various Boards and Commissions, and perform related work as required. This will include acting as the primary legal advisor to the Planning Division, Planning Commission, Parks and Recreation Department, City Clerk, and completing any other special assignments, as needed. The candidate will also provide legal assistance with the development of the City's comprehensive General Plan Update, including a new Housing Element.

Assistant City Attorney is the advance journey level class and is distinguished by the frequent use of independent judgment level and the complexity of work performed. The Assistant City Attorney represents the City Attorney at various City Council and other meetings as required.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org.

Who You Are

- You are a person with a solid work ethic and commitment to the job.
- You are an excellent listener, collaborative, and team oriented.
- You are an excellent verbal and written communicator.
- You are organized and efficient, confident, and concise.
- You are a hands-on and actively engaged team player.
- You are detail oriented and able to manage multiple tasks.
- You work fast, learn quickly, and exercise sound judgment.
- You are tactful and diplomatic in stressful or sensitive situations.
- You interact well with others in a small office environment.
- You are proactive, innovative, and creative.
- You are a responsive individual who can anticipate issues.
- You are sensitive to a diverse community and workplace.

What You Need

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of experience performing duties comparable to those of a Deputy City Attorney in the City of San Mateo.

Training and Certifications:

- **License or Certificate: Membership in the California State Bar Association. - Required**

Bonus Points (highly desirable)

- Experience with land use and environmental law (especially CEQA), housing law, and real estate law.
- Experience with the Brown Act, the Public Records Act, conflicts of interest law, and contract drafting and negotiation.

ADA Special Requirement: Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment.

Covid-19 Vaccination Requirement:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify icoles@cityofsanmateo.org or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 with 1-year final comp for classic members; 2% @ 55 with 3-year average final comp for classic members hired after 12/9/12; 2% @ 62 with 3-year average final comp for new members hired after 1/1/13. Classic employees contribute 7.94% to CalPERS and New members contribute 6.75% to CalPERS
- Participation in the Social Security Program
- The City contributes 0.5% of base salary and will match up to 1% of employee's base salary to a 457 Deferred Compensation Plan
- The City contributes 0.25% of base salary to a Retiree Health Savings Account
- Employees receive a housing allowance of \$200 per month.
- Bilingual Differential: \$90 bi-weekly (if applicable)
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program, and Credit Union Membership
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- Vacation Leave of 20-25 days per year based on years of service; Executive Leave of 48 hours per year; and the City provides 13 Holidays per year (includes 3 floating holidays)
- This classification is represented by the San Mateo Management Association

Are You Ready? Apply.

Go to: <https://www.calopps.org/san-mateo/job-20232468> to complete an on-line employment application packet. All applicants must submit a completed official City of San Mateo employment application, supplemental questionnaire, and attach a résumé (highly encouraged). You may also mail a complete application package to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will be opened until filled. This recruitment is subject to close at any time without notice. Applicants are encouraged to apply as soon as possible. First review of applications will be May 4, 2022. Second review of applications TBD.

Interview Process

All applications, résumés, and supplemental questionnaires received will be reviewed for minimum qualifications. Applications with "see resume" as a substitution for the work experience description, those with unclear past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these, tentatively scheduled for **TBD**.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – April 13, 2022

Note: *The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.*

Fine Print: Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Assistant City Attorney
Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. Please describe your experience and background in municipal law.
2. Please describe your experience in the area of planning and land use law.
3. Please describe your experience in the area of environmental law, including the California Environmental Quality Act.
4. Please describe your experience in the area of housing law.
5. Please describe your litigation experience.