

Compensation and Benefits

The starting salary for this position will be dependent on the qualifications of the candidate. The annual salary range is approximately \$120,000 - \$142,670 annually. The City of Petaluma also offers an attractive benefit package that includes:

- ◆ Retirement – 2% at 62 formula for new CalPERS members and an employee pre-tax contribution of 6.25%; 2% at 60 formula for existing or “Classic” CalPERS members with an employee pre-tax contribution of 7%.
- ◆ The City does not participate in Social Security.
- ◆ Health, Dental and Vision Plans - The City contributes approximately 95% of the Kaiser rate for employees and eligible dependents for choice of a variety of health plans which include Kaiser, Blue Shield, PERS Choice, PERS Care and other plans. The City also provides dental and vision plans for employees and eligible dependents. If you have health and/or dental insurance coverage through another source, you have the option to receive a cash-in-lieu benefit. Life Insurance - 1.5% of base salary up to a maximum of \$200,000 coverage.
- ◆ Deferred Compensation – Voluntary with choice of three providers: CalPERS, ICMA, or Hartford.
- ◆ Administrative Leave of 80 hours per fiscal year.
- ◆ Vacation – Accrual of 80 hours increasing to 200 hours per year.
- ◆ Sick Leave – Accrual of 8 hours per month.
- ◆ Holidays – 12 paid holidays, plus 1 floating holiday per year.



For more details on the benefit package, please visit the City of Petaluma's Human Resources webpage at: <http://cityofpetaluma.net/hr/mou.html> (see Unit 8).

The City of Petaluma is an Equal Opportunity Employer

The Process

To be considered for this exceptional career opportunity, please forward a letter of interest, your resume with current salary, and a list of five work-related references (who will not be contacted until mutual interest is established) to:

Paul Kimura
Avery Associates
3 ½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



Following preliminary evaluation of the applicant pool, those selected for additional consideration will be asked to complete a supplemental questionnaire prior to formal interviews with the City of Petaluma.

The final filing date is September 19, 2014. Interviews and final appointment are anticipated in October 2014 with a November or December 2014 start date desirable.

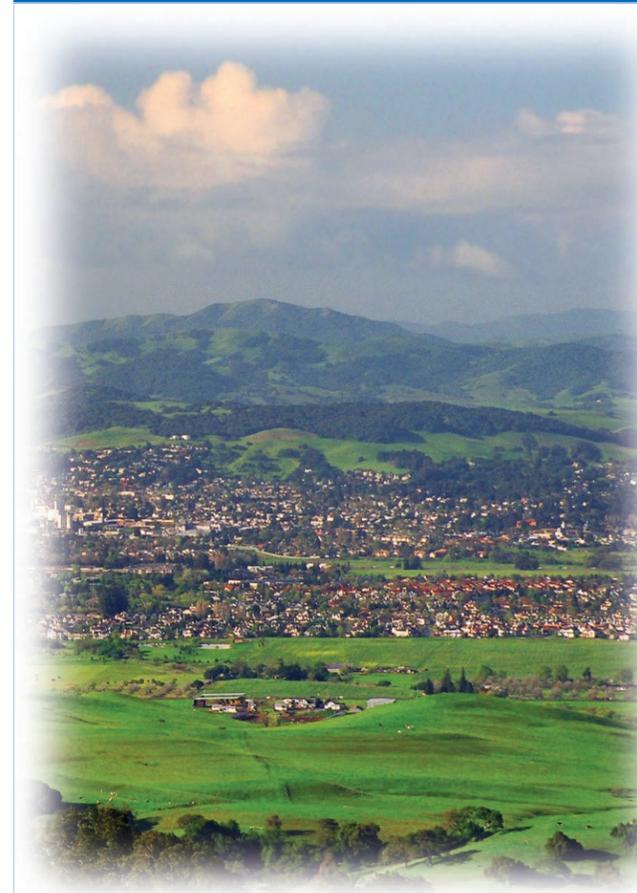
If you have any questions or wish to explore this opportunity further, please contact Paul Kimura by email at paulk@averyassoc.net or by phone at 408 399-4424.



The City of Petaluma

*invites your interest
for the position of*

**Assistant
City Attorney**



The Community

Petaluma is Sonoma County's second largest city, with a population of almost 59,000. Petaluma is the southern gateway to Sonoma County and just 32 miles north of San Francisco's Golden Gate Bridge, conveniently located on Highway 101 at the east/west artery of Highway 116. Petaluma offers a wide array of attractions and points of interest to explore, including: a 150-year-old historic downtown, waterfront areas, charming historic homes and neighborhoods, a mixed-use theater district, a thriving restaurant scene, live music and theater venues, a historical museum, an airport, a marina, numerous community parks, and golf courses.



Petaluma's beautiful scenic wetlands boast the Alman Marsh, Shollenberger Park, and a newly developed trail system surrounding the Ellis Creek Water Recycling Facility. An astonishing variety of birds are found here in every season. Bird enthusiasts share the trail with bicyclists, joggers, dog owners, and others enjoying healthy outdoor activities. The Petaluma River meanders through the heart of the City and provides a scenic backdrop for dining, shopping, special events and recreational opportunities. Petaluma offers 300 acres of local recreational areas and hosts 44 festivals and events yearly. Petaluma is also the ideal base for exploring Sonoma and Napa County Wine Country, the dramatic Sonoma Coastline, Point Reyes National Seashore, California's majestic redwoods, and the entire San Francisco Bay Area.

City Government and the Office of the City Attorney

The City of Petaluma is a charter city operating under the Council/City Manager form of government. The City was incorporated in 1858, and operates with a seven member City Council, including the Mayor. Six council members are elected at large to staggered four-year terms. The Mayor is directly elected to a four-year term. The City Council appoints a City Manager as the Chief Executive Officer of the city government. The Council also appoints the City Clerk and City Attorney. Reporting directly to the City Manager are the departments of Finance, Community Development, Fire, Recreation, Police, and Public Works & Utilities. For FY 2014-15, the City has 288.5 full-time employees, an all funds budget of \$201M and a General Fund budget of \$39.5M.

The Petaluma City Council established an "in-house" City Attorney department in July of 2013 after years of contracting for legal services. To head the new department the City hired the incumbent City Attorney, who

had served in that capacity on a contract basis since December 2005. The City also hired an experienced legal assistant/paralegal who has worked on Petaluma legal issues since 1999 and subsequently hired one Assistant City Attorney. Petaluma now seeks to complete staffing for the new department by adding one more Assistant City Attorney. The purpose of the newly-created City Attorney department is to enhance the availability of legal services to City decision makers and staff, to fully integrate City legal services with other City operations, to reduce the City's reliance on contract legal services and the overall cost of the City's legal services. Accomplishing these objectives, while providing



extremely high quality, responsive legal services, will require an effective, closely-knit team of legal professionals who are knowledgeable, experienced, creative and adaptable, and that can deploy as necessary and develop the legal specialty expertise needed to effectively serve the City.

The Assistant City Attorney position offers a unique opportunity to help establish a municipal law department within a positive and dynamic environment. The City Council has been extremely supportive of this transition, and the City Council, City Manager, City Attorney, and other City department heads and managers have established a great working relationship. The new Assistant City Attorney will be able to help define the new department, while growing as a legal professional through handling challenging and varied legal assignments for the City. Petaluma as a community has a rich and colorful personality. It offers a complex array of interesting legal issues as a full-service, California charter city with a commercial/recreational water way and marina, an airport, a rail corridor, bus and paratransit services, water and wastewater utilities, water recycling services, storm water and flood control facilities, police and fire services, building and planning services, recreational programs, historic downtown and neighborhoods, a fair district, and local industries that include agriculture, dairies, creameries, viniculture, breweries, distilleries, communications technology, green technologies, food products manufacturing, and outdoor clothing and recreation equipment manufacturing, among others, as well as a unique and vibrant retail sector.

The Position and Ideal Candidate Profile

The new City Attorney department will handle both litigation and transactional matters for the City. This position will be offered to a litigator with experience as a lead trial attorney and a positive track record of success in the courtroom and with related experience managing pre-trial proceedings including discovery and depositions. The role will also

focus on transactional municipal law matters. It is expected that this role will require the equivalent of five years' professional experience with all aspects of litigation and other similar legal proceedings. Experience in handling public sector litigation matters and professional experience providing legal analysis, advice, and representation for municipal or other public agency clients is extremely desirable for this position. However, it is conceivable that this position could be filled by an experienced litigator that may not have represented public agencies but that is familiar with the procedural and substantive law governing public agency disputes, and that is capable of adapting a private sector background to serve as an effective litigator and legal advisor for a municipal government.



For the new City Attorney department to function effectively as intended it will be necessary for the department team to have, or be prepared to establish, significant expertise in land use and environmental law, and labor and employment law, along with other substantive areas as required. The Assistant City Attorney will be directly involved in advising City decision makers and staff, including the City Council and department heads. The Assistant City Attorney will attend closed and public sessions of the City Council and other City bodies, and staff meetings as needed.

For a legal services department the size of Petaluma's to function effectively as planned, its members must operate in a complementary and synergistic fashion. The City seeks a versatile and intellectually rigorous attorney with the capacity to work as a specialist and/or a generalist as the City's needs dictate. A focus on service, a commitment to teamwork and strong professional and work ethics, combined with passion and enthusiasm for public service are critical attributes for the successful candidate. The ideal candidate- will be both a scholar of the law and a creative and pragmatic problem-solver. The Assistant City Attorney will help ensure the new City Attorney department functions as a full-service legal department successfully identifying, preserving and implementing legal solutions and options for policy makers and staff alike.