

Compensation and Benefits

The City of Vallejo offers a competitive compensation and benefits program. The current salary range for this position is as follows:

ACA I: \$131,722.80 - \$160,109.40
ACA II: \$145,396.90 - \$176,730.62

The above reflects the annual salary depending on qualifications. Current benefits include:

- ◆ Retirement: The City participates in CalPERS with a 2.7% @ 55 formula for Classic Employees. City pays the employer share and the employee pays 9%. For employees covered under PEPR, retirement formula is 2% @ 62. City pays the employer share with an employee contribution of 6.25%.
- ◆ Social Security: The City participates in social security and pays the employer share of the contribution.
- ◆ Health Benefits: The City participates in the CalPERS Health Benefits Program. The City contributes \$128/month plus the difference between \$128 and up to 75% of the Kaiser Bay Area Rate at each level through an IRS Section 125 Cafeteria Plan. An employee may be eligible to receive \$250 a month in lieu of City paid medical insurance if employee has other medical insurance. The City pays for 100% of the premium for both dental and vision care.
- ◆ Deferred Plans: The City offers the following voluntary plans: IRS 457; IRS 125.
- ◆ Holidays: The City observes 13 paid holidays annually (including 2 floating holidays on a "use it or lose it" basis).
- ◆ Vacation: Employees accrue at the rate of 10 days annually during the first four years of service, 15 days annually for more than four years of service, 20 days annually for more than 10 years of service, 25 days annually for more than 20 years of service, and 28 days annually for more than 26 years of service.
- ◆ Sick Leave: Employees accrue at the rate of twelve hours per month.
- ◆ Bereavement Leave: Up to 3 days.
- ◆ Employee Assistance Program, Long Term Disability, and Life/AD&D Insurance: Offered to all employees in this bargaining unit and City pays 100% of the premium.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

Paul Kimura and/or Bill Lopez
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is April 21, 2017.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or paulk@averyassoc.net or Bill Lopez at 408.888.4099 or williaml@averyassoc.net.



The City of Vallejo



*invites your interest
for the position of*

**Assistant
City
Attorney I/II**

The Community

The City of Vallejo is located in Solano County and has a population of approximately 120,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage.



With a mild year-round climate and easy access to varied recreational opportunities, residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historic downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business fronts. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks. Vallejo's Main Street Designation in 2000 and two historic districts are a reflection of the City's pride in and emphasis on maintaining the character and heritage of Vallejo.

Vallejo is in close proximity to the major employment and tourist areas in the region, approximately nine miles from Napa, 32 miles from San Francisco, 22 miles from Oakland and 47 miles from Sacramento. It is well connected to these areas via I-80 and I-780, as well as Highways 37 and 29. In addition to being close to four major highways, Vallejo is also serviced directly by Union Pacific Railroad and is convenient to the regional ports of Oakland, San Francisco and Richmond. Air travel is available through San Francisco, Oakland and Sacramento International Airports.

The Vallejo City Hall is set in a beautiful bay-front park. Located nearby is a ferry terminal providing direct access to San Francisco. The City has a formal downtown waterfront development plan, which will ultimately transform Vallejo's waterfront area into a transportation-oriented mixed-use area of shops, restaurants, office, residential and open space. Vallejo is a charming community that offers its residents a unique combination of bedroom community, suburban quietude, waterfront paradise and foothill vistas.

City Government

Vallejo is a full service, charter city with a fiscal year 2016-17 total budget of approximately \$200 million, with a General Fund of almost \$98 million. There are approximately 550 authorized staff positions in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works and Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. The City has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

The City has prepared a General Fund Five-Year Business Plan and has adopted the following concepts to assure sustainability: (1) live within our means (five-year projection); (2) look to the future (prioritize); (3) do not defer expenses (maintenance, capital); (4) establish emergency reserve (disasters or emergencies); and (5) use one time monies for one time expenditures (new equipment, unforeseen repairs).

The Position

The Assistant City Attorney I/II is primarily an advisory position with an emphasis in Planning and Economic Development. Significant experience in these areas is required. Reporting to the City Attorney, the Assistant City Attorney I/II (ACA) will act as staff to the Planning Commission, provide legal guidance and counsel to the City Council on economic development efforts, as well as support City staff regarding land use/environmental law, economic development and transactional law. The

City Attorney's Office currently has an approved FTE staff of twelve, including six attorneys responsible for providing a full range of legal representation for the City.

A key priority for this position is to effectively develop, maintain and manage positive work relationships with key stakeholders, including the community, city staff, appointed commission members and policy makers. This is especially important as many land use decisions and development projects experience a high level of community interest and discussion. The ACA must openly and clearly communicate, and have excellent judgment in evaluating the myriad of considerations involved in city and community decisions, as the level and nature of interaction can be animated and controversial in nature.

Economic development is a key focus area for the City and this position will be instrumental in supporting a very active development environment. There are a number of agreements related to Mare Island, the waterfront and various areas within the City. The ACA must operate in a flexible, adaptive and nimble manner in addressing the various considerations associated with these efforts and ensure that community concerns and questions are addressed in a defensible, positive and forthright manner.

The Ideal Candidate

The selected Assistant City Attorney I/II will possess the following:

- ◆ Five years of experience in positions of increasing responsibility working in a municipal law setting for a city attorney's office, county counsel, or comparable employer is required for the ACA II position. A minimum of three years of such experience is required for the ACA I position. Both positions require a Juris Doctorate from an accredited law school, and membership in the California State Bar.
- ◆ A strong background and understanding of the law in the following fields: land use and zoning, economic development; and pertinent Federal, State, and local laws, code and regulations, including the California Environmental Quality Act and the Brown Act.
- ◆ Excellent written and verbal communication skills; ability to negotiate agreements and prepare legal documents effectively, clearly and logically; conduct research on complex legal issues and prepare/present sound legal advice; interpret and apply legal principles and procedures.
- ◆ A strong work ethic; the ability to work independently, setting a good example, and produce excellent results while adhering to deadlines.

Ideal Candidate Attributes:

- ◆ Flexible: Capable of handling multiple, shifting priorities and communicating with stakeholders in a competent, composed and focused manner.
- ◆ Problem-solver: Someone who provides effective legal counsel and advice, and can help facilitate getting issues addressed and solutions implemented.
- ◆ Collaborator: Works well with key players, stakeholders, and the community; works in partnership with and involves City staff in shaping plans and decisions.
- ◆ Ethical: Conducts self with high integrity and good judgment; engenders trust and credibility.
- ◆ Self-confident mediator: Someone who can listen, see and address all sides of an issue, stay positive, calm and composed under pressure, and stay issue-focused in representing the City's interests.

