



**MICHAEL N. FEUER**  
CITY ATTORNEY

**POSITION ANNOUNCEMENT**

**DEPUTY CITY ATTORNEY**

**GENERAL COUNSEL DIVISION**

**MUNICIPAL LAW BRANCH**

**OPENING:** The Office of the City Attorney has an opening for a Supervising Deputy City Attorney in the General Counsel Division of the Municipal Law Branch.

**SECTION:** The General Counsel Division serves as counsel to the various City officers and departments, including the Mayor, City Council, Controller, City Clerk, City Ethics Commission, City Health Commission, Convention Center, Cultural Affairs, Department of Neighborhood Empowerment, El Pueblo de Los Angeles Historic Monument Authority, FilmLA, General Services, Information & Technology Agency, Library, Public Works, Recreation and Parks, Transportation and Zoo. Division attorneys also serve as counsel to the Commissions of the above-referenced Departments and Council Committees having subject matter jurisdiction over the work of those Departments. The Division prepares and reviews contracts for other City Departments, including LAPD, Building & Safety, Fire, Planning and Personnel.

**DUTIES AND**

**RESPONSIBILITIES:** In serving as general counsel for the City officers and departments, the attorneys in the Division provide oral and written advice on a myriad of issues, such as statutory and Constitutional interpretation and application (e.g., Ralph M. Brown Act, conflict of interest laws, election laws, the Public Records Act, First Amendment issues), and liability assessment and risk management. The attorneys also review, edit, draft and negotiate contracts and other transactional documents, frequently involving highly complex transactions. Further, the Division is responsible for the development and drafting of a majority of the ordinances prepared by the Office and is often required to prepare advisory opinions or legal memoranda on issues of significance to the City leadership. Additionally, the General Counsel Division handles specialized litigation relating to City Departments and City ordinances.

The attorney selected for this position will be assigned to lead a team of attorneys responsible for providing legal counsel for a dozen City Departments on all transactional matters pertaining to public contracting and specifically,

professional services agreements. City Departments served by this team include, but are not limited to: Information Technology Agency (ITA), Chief Administrative Officer (CAO), City Clerk (Clerk), Fire Department (Fire), Los Angeles Police Department (LAPD), Chief Legislative Analyst Office (CLA), General Services Division – Construction Forces (GSD), Personnel, Building and Safety (B&S), Office of the Mayor (Mayor), City Council (Council), and the Office of the City Attorney (City Attorney).

The lead attorney will be expected to possess expertise on all aspects of the City's public procurement and competitive bidding procedures, as well as all applicable Codes and laws governing City contracts.

The lead attorney will be responsible for providing guidance, supervision and support to team members on all elements of contracting, which include: negotiating, drafting, and executing contractual agreements, applying the Standard Provisions for City Contracts to such agreements, and addressing stakeholder contracting concerns as they arise. The lead attorney will additionally be responsible for retaining several client departments, and concurrently managing their needs on an as needed basis.

**QUALIFICATIONS:**

Required qualifications:

- Minimum four years of transactional law experience;
- Minimum four years public contracting and competitive bidding processes for municipal government experience;
- Strong research and writing skills in complex areas of law;
- Demonstrated abilities to exercise sound judgment;
- Ability to work effectively with governmental agencies, public officials, departmental personnel, and members of the public; and
- Licensed to practice law in all courts in the State of California and the United States District Court for the Central District of California.

The following qualifications are highly desirable:

- Knowledge of the California Public Records Act, Brown Act and conflict of interest laws;
- Knowledge of the City's Standard Provisions for City Contracting (Rev. 03/09);
- Knowledge of the City Charter and City Administrative Code;
- Managerial experience, including supervision of staff and handling of personnel matters;
- Knowledge of Intellectual Property based agreements; and
- Familiarity with Construction contracts and procurement practices.

**WRITING SAMPLE:**

Candidates are required to submit two writing samples personally composed by the applicant in the last two years.

**PROBATION:**

Appointment to these exempt positions (non Civil-Service) will be subject to a two (2) year probationary period as required by Section 1050 of the City Charter. Successful completion of the two (2) year probationary period will result in tenure with the office.

**APPLICATION  
AND DEADLINE:**

Attorneys interested in applying should submit their resume, writing samples and cover letter indicating "**DEPUTY CITY ATTORNEY - GENERAL COUNSEL (YOUR CALIFORNIA BAR NUMBER)**" in the subject line, in one (1) pdf file via email only to: [David.Villegas@lacity.org](mailto:David.Villegas@lacity.org) by **Monday, December 19, 2016**.

**CONFLICT OF  
INTEREST:**

This position is designated Category 2 on Schedule B of the Los Angeles City Attorney Conflict of Interest Code.

**AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT,  
THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON  
REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS  
PROGRAMS, SERVICES AND ACTIVITIES.  
TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7150.**