

CAMBRIA COMMUNITY SERVICES DISTRICT

DISTRICT COUNSEL

DEFINITION:

Under direction of the Board of Directors, the District Counsel acts as chief legal advisor to the Board of Directors and officers of the District; represents the District in litigation; acts as legislative counsel in drafting laws, ordinances, and resolutions proposed for adoption by the Board of Directors; and performs related work as required. This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends meetings of the Board of Directors and other boards and commissions, advising on matters of legal policy and procedure.
- Studies, interprets, and applies laws, court decisions, ordinances, and other legal sources in advising officials and employees of the District on legal matters.
- Drafts ordinances, resolutions, contracts, deeds, and other legal documents.
- Decides when to prosecute, compromise, or dismiss civil litigation and advises department managers, General Manager, and Board of Directors on such matters.
- Assembles and evaluates evidence.
- Prosecutes violators of the District's municipal code.
- Manages caseload assignments to outside counsel.
- Plans and organizes work for professional and administrative staff.
- Assists in preparation of budget and administers legal program in accordance with approved allocations.

MINIMUM QUALIFICATIONS:

- Education: Graduation from an accredited law school.
- Experience: Five years of broad and increasingly responsible experience in the practice of municipal law.
- Knowledge of: Organization, duties, powers, limitations, and authority of special services districts and municipal government; California Codes and principles of administration and constitutional law; methods of legal research and the ability to analyze, appraise, and apply legal principles and precedents to difficult legal problems; and principles, practices, and techniques of public administration, finance, and human resources.

Ability to: Conduct legal research; prepare and try cases in court; evaluate facts and interpret the law in individual cases; advise and counsel District officials and employees; and work effectively with Board members, District officials, District employees, and members of the public. Excellent writing, legal writing, and public speaking skills are essential.

Special Requirement: Must hold active membership in the California State Bar.

A valid California driver's license must be maintained.