

THE CITY OF NATIONAL CITY CITY ATTORNEY





THE COMMUNITY

The City of National City was incorporated in 1887 and is a full service, general law city serving a vibrant, socio-economically diverse community. National City's multi-cultural population, mild climate and central location make National City a great place to live and work. The spirit of National City is a welcoming one, and the residents take great pride in its rich history and traditions, diverse cultures, dynamic and progressive atmosphere, strong community spirit, schools, neighborhoods and vibrant business districts.

National City, San Diego County's second oldest city is centrally located in the South Bay region of the San Diego metropolitan area, in southwestern San Diego County. National City is truly "In the center of it all." A thriving bi-national region of 5 million consumers, the City's competitive edge is its central location, transportation network, and business industry.

National City is positioned for prosperity, with proximity to the San Diego Bay, US-Mexico border, downtown San Diego, international airport, rail, San Diego State University, and other colleges and universities. Adjacent to the San Diego Bay, National City can be easily accessed by interstates 5 and 805, and highways 54 and 15. The San Diego Trolley and the Metropolitan Transit System (MTS) services National City 7 days a week. The robust transportation resources conveniently connect the City to the region.

National City is home to over 3,000 businesses – a remarkable number for a city with a population of slightly over 61,000. A variety of industries, ranging from small family-owned operations to multi-million-dollar corporations can be found in National City. The National City Marine Terminal, part of the Unified Port of San Diego, is the most advanced vehicle import and export facility on the West Coast, processing more than 270,000 vehicles annually. Lumber is also imported from the Pacific Northwest for construction use throughout the region. National City's port area extends three miles along San Diego Bay and is part of the largest U.S. Navy installation on the West Coast.

National City's 87.2 acres of park land exceeds the statewide norm. The City's four sprawling major parks include El Toyon Park, Kimball Park, Las Palmas Park, and Sweetwater Heights Park, plus the National City Golf Course. The National City recreation division provides programs at the Las Palmas Olympic-sized pool as well as at six recreation centers. The City has 10 elementary schools, 2 middle schools, 1 high school, and 1 community college.

THE ORGANIZATION

National City operates under a council-manager form of government. The City Council has an elected Mayor, Vice Mayor, and three Councilmembers who are elected at large for a term of four years. The citizens of National City also elect the City Treasurer and City Clerk.

The City Council is responsible for setting policies, enacting ordinances, adopting the budget, reviewing the General Plan, appointing committees, and appointing the City Manager and City Attorney. The City Manager is responsible for carrying out policies and ordinances of the City Council, appointing City department heads, and overseeing the day-to-day operations of the City. National City is organized into the departments of City Manager, City Clerk's Office, City Attorney's Office, Building,

Planning, Engineering/Public Works, Finance, Fire, Police, Housing & Economic Development, Community Services, Information Technology, Library, Neighborhood Services, and Human Resources. The City's total all funds budget is \$107.8 million, and the workforce consists of approximately 360 employees. For more information on the City of National City, please visit their website at: www.nationalcityca.gov

THE POSITION

The City Attorney is the legal counsel for the City and advises the City Council, boards and commissions, and City staff. The City Attorney's Office consists of a team of 4 and prepares and reviews ordinances, resolutions, contracts, and other documents. The City Attorney and staff serve as City Prosecutor in the adjudication of violations of City ordinances and represents the City and its officials and employees in civil litigation, and/or supervises outside counsel in handling such litigation. The City Attorney manages a budget of \$2.7 million.

In general, the City Attorney's Office provides the legal services necessary to accomplish the programs of the City's policy makers according to legal requirements. The City Attorney reports to and serves at the will of the City Council and has the following duties:

- Attends all meetings of the City Council and certain designated commission and board meetings as requested by City officials;

- Is responsible for the preparation for approval of all legal documents brought before the City Council for its consideration;
- Renders legal advice to the City Council and the various City department heads or staff members upon request or in the best interests of the City;
- Represents the City at various meetings with citizens, community groups, or individuals doing business with the City;
- Participates in labor negotiations, investigations, and other employee related matters;
- Appears in court as the City's legal representative in all actions for or against the City;
- Attends special proceedings in which the City may be legally interested; and
- Furnishes legal counsel to City officials as needed or when directed by the City Council.

THE IDEAL CANDIDATE

The City of National City is seeking a hands-on, "working" City Attorney of impeccable reputation who will provide the Council with a full and impartial picture of the City's standing on legal issues. As a member



of the City's Executive Team, the ideal candidate will work closely with the City Manager and department heads to advance the Council's work plan and goals.

Highly qualified candidates will possess the following attributes:

- A demonstrated track record of sound legal advice regarding contractual, regulatory, and litigation issues;
- Expertise in municipal law, particularly in the areas of the Brown Act, California Political Reform Act, and the California Public Records Act (PRA) and subsequent State constitutional amendments; land use; the California Environmental Quality Act (CEQA); employment and labor relations; code enforcement; and municipal elections;
- An aptitude for strategic planning, forecasting, and creative problem-solving;
- Keeps the Council and city staff abreast of changes in the law and the impact on National City as well as legal trends and upcoming policies/legislation;
- Ability to effectively and sensitively communicate in a political context, especially in circumstances where the legality of a planned action is in question;
- Energetic and adept at working in a fast-paced environment;
- A willingness to exercise independent judgment and initiative, always keeping the best interests of National City, its residents, and the organization paramount;
- An open, engaging, transparent, and collaborative individual who will work closely with the Council, City Manager, and department heads to proactively address challenges and opportunities city-wide and to guide City personnel regarding pertinent legal issues;
- Demonstrated background in mentoring and managing staff and will be skilled at creating and maintaining a team oriented, problem solving environment; and
- Visible, approachable and community centric.

EDUCATION AND EXPERIENCE

A typical candidate will possess at least 5-8 years of progressively responsible experience in the practice of civil and/or criminal law, with at least 5 years of experience as City Attorney, Assistant City Attorney or public law senior management position in a comparable California city, county or special district agency.

EDUCATION

Candidates for this position must possess a juris doctorate degree from an accredited law school and maintain active membership in the State Bar of the California and admission to practice before State of California and federal courts is required.

COMPENSATION & BENEFITS

The salary for this position is up to \$205,000 depending on experience and qualifications. The City of National City also offers an attractive benefits package that includes participation in CalPERS (California Public Employees' Retirement System) with a pension formula of 2% @ 60 (for Classic PERS members) and 2% @ 62 for new PERS members. Employees currently contribute 8% of pre-tax wages. For complete employee benefits information, visit <https://www.nationalcityca.gov/government/human-resources/employee-benefits-incl-mou-s>

APPLICATION PROCESS

To be considered, please submit your resume and cover letter electronically to nc.ca@thehawkinscompany.com by **August 14, 2020**. Resumes received by this date will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com, Bill Hawkins at 310-348-8800, bill@thehawkinscompany.com, or Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com.

The City of National City is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered.