



City Attorney

CITY OF RICHMOND, CALIFORNIA



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THE COMMUNITY

The City of Richmond was incorporated on August 7, 1905 and is now one of the largest cities in Contra Costa County with a population of 103,701 residents. Richmond is located 16 miles northeast of San Francisco, on a peninsula separating San Francisco Bay and San Pablo Bay and covers 56.1 square miles (including 22.3 square miles of water area).

Richmond is home to hundreds of businesses including Chevron, Kaiser Permanente, Berlex Laboratories, Target Stores, and is on the cutting edge of the solar industry. The city's deepwater shipping port is California's third largest in annual tonnage and here is where Richmond's unique history begins. Richmond is best known for its role in the World War II home front effort. At the outset of World War II, four Richmond Shipyards were built along the Richmond waterfront, employing tens of thousands of workers recruited from all over the United States. Kaiser's Richmond shipyards built 747 Victory and Liberty ships for the war effort, more than any other site in the U.S.

The medical system established for the shipyard workers eventually became today's Kaiser Permanente HMO. It remained in operation until 1993 when it was replaced by the modern Richmond Medical Center hospital that has subsequently expanded to a large multiple-building campus.

Richmond has many distinct neighborhoods. The city can roughly be divided into the northern Hilltop/El Sobrante, the eastern Central/East Richmond, downtown/Iron Triangle and the Southern Point Richmond/Marina areas. The city also encompasses several regional parks including Wildcat Canyon Regional Park, Sobrante Ridge Regional Preserve, Brooks Island Regional Shoreline, Miller Knox Regional Shoreline, Point Isabel Regional Shoreline and Point Pinole Regional Shoreline. Richmond is also home to a National Historical Park, the Rosie the Riveter WWII Memorial.

Richmond provides a full range of municipal services to the residents and businesses in the City including police, fire, public works, library, recreational services, arts and culture, redevelopment agency, port operations, housing authority and maintenance of public parks to name just a few. The City also runs several City owned terminals at the Port of Richmond and is one of the largest employers in the City.

Today the city is an important oil refining, industrial, commercial, transportation, shipping and government center. The city operates under the council-administrator form of government consisting of six Council members and a Mayor – all elected at large to alternating four-year terms.

For more information about the City of Richmond and all that it offers please visit their website at www.ci.richmond.ca.us.

THE ORGANIZATION

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney serves as the primary legal advisor and legal representative to City Officials and City departments and also supports the following agencies: Richmond Redevelopment Agency, Richmond Housing Authority, and the Surplus Property Authority.

The office of the City Attorney currently has six attorneys and two support staff. The annual budget for the City Attorney's Office is \$1.5 million. The Office is dedicated to providing timely and reliable legal services to assist City officials and departments in performing their critically important public functions. It is expected that the City's public attorneys will continue to educate themselves in developing areas of the law and learn new specialty areas of law to enhance the ability of the City Attorney's Office to serve as a full service public law office.

The Mayor and City Council have established the following Strategic Goals for the 2011-12 fiscal year:

- Maintain and enhance the physical environment
- Promote a safe and secure community
- Promote economic vitality
- Promote sustainable communities
- Promote effective government

Key Objectives for the City Attorney's Office, as a sub-set to the above listed Goals for the City Council, include:

- Maintain and enhance the physical environment. Work cooperatively with, and provide timely legal advice to, the Police Department, Public Works and other departments involved in code enforcement to improve the quality of life in all Richmond neighborhoods.
- Promote a safe and secure community. Provide legal advice to the Police Department to assist in designing and implementing innovative strategies to combat crime. Coordinate the efforts of the City Prosecutor to improve municipal code enforcement. Provide timely legal advice to other departments charged with protecting public safety.
- Promote economic vitality. Work closely with the Redevelopment Agency to promote the City's revitalization and reduce unnecessary obstacles to redevelopment.
- Promote sustainable communities. Assist in the development and drafting of the City's environmental policies ensuring a concerted effort toward a "greener" environment at the municipal

level. Continue to provide advice on proposed policies regarding air and water quality, green building, recycling, public health, socioeconomic conditions and transportation. Promote effective government. Support the City Council as its legal advisor and act as general counsel to all City

departments, including the Richmond Redevelopment Agency and the Richmond Housing Authority. Increase staff expertise in areas of municipal law, including finance, human resources, and real estate development.

In addition, staff handles sensitive and complex legal matters that preserve, protect, and advocate on behalf of the City of Richmond. The City Attorney's Office also provides an on-site attorney to work closely with the Police Department and Code Enforcement to address blight, abatement and safety initiatives instituted by the City.

Typical tasks include providing advice to the City Council, City Manager, and city officials on legal problems; investigating and passing on the legality of claims against the City; attending meetings of the City Council, boards and commissions to render legal advice; supervising professional and clerical staff in the provision of legal services to City departments and officials; and representing the City in litigation, negotiations and proceedings.

This opportunity represents a significant change for the City in that they are transitioning from contract attorney services to an in-house City Attorney. Both City Attorney Randy Riddle, and Chief Deputy City Attorney Scott Dickey will be leaving the City of Richmond in early 2012.

THE IDEAL CANDIDATE

In order to gain input on the desired traits, abilities and background of the ideal candidate for City Attorney, meetings were held with key stakeholders including the Mayor and members of the City Council, City Manager, and department heads. The following is an overview of the comments received:

- Possess the utmost integrity. Provide independent and objective recommendations and counsel. Tactfully advise of risks and implications of decisions. Address issues head on. Gain and maintain the confidence of the Council, organization, and community.
- Be politically astute and understand his/her role as separate from setting policy. While being neutral and independent, stand firm on position rather than bending to political whims. Treat all Council members equally.
- Possess a calm, self-confident, upbeat, and professional demeanor as well as a sense of humor.
- Understand the nature of active citizen participation within a community. Comfortable operating in a transparent and relatively high profile environment and be able to address, or deflect, challenges to legal advice and decisions.
- Provide ongoing education to decision makers explaining complicated legal concepts in layman's terms, as necessary.



- Exhibit outstanding judgment and an ability to be thorough as well as succinct. While timely counsel is desirable, ensure that advice is based on precedent, facts, and research rather than simply providing a response. Use outside subject matter experts appropriately.
- Possess exceptional management and organizational abilities, operate efficiently and effectively, and respond to requests in a timely manner. Provide regular, frequent, and consistent information about the status of major projects to the Council and Management team.
- Establish and maintain effective working relationships. Work closely with the City Manager and embrace a bright and dynamic team of professionals. Be visible and approachable to the Council, staff, and the community.

The breadth and depth of experience necessary for this opportunity is substantial. Candidates currently able to practice law in the State of California, with at least three years of experience in the practice of public law, and with experience in the following areas of law: planning and policy, environment, public safety, land use, CEQA, Brown Act, contract development and review, preparing ordinances and resolutions, property rights and acquisition and redevelopment are encouraged to apply. Experience in the areas of ports and maritime law, transportation, and housing is desirable. The proven ability to supervise professional and clerical staff effectively is also required. One of the overarching desires of the Mayor, Council,

and City Manager is to have a City Attorney that is adept at helping people solve problems, especially in a municipal setting.

THE COMPENSATION

The salary range for this outstanding opportunity is \$148,056 to \$222,084/year, and appointment will be made within this range depending upon qualifications. The City of Richmond also provides a generous benefits package, including: dental, vision and medical plans; paid vacations, vacation accrual credit for previous experience, paid holidays (twelve per calendar year), floating holidays (five per calendar year), sick leave, payment for unused sick leave, administrative leave, bereavement leave, PERS retirement 2.7% @ 55 (city pays employer portion, employee contributes 8%), car allowance, deferred compensation plans, employee assistance program, flexible spending account, life insurance, long term disability, and professional development reimbursement.

THE CRITERIA

Appointment will be based on best fit, competency, education, training, and experience as it relates to the position of City Attorney, successful completion of a thorough background investigation, reference checks, and a possible site visit by representatives of the City of Richmond.



SEARCH SCHEDULE

Closing deadline.....	January 3, 2012
Preliminary Interviews.....	January 4 – January 13, 2012
Recommendation of Candidates	January 18, 2012
Interview Process	January 31, 2012

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

THE RECRUITMENT PROCESS

To apply for this outstanding career opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney

apply@peckhamandmckenney.com

Please do not hesitate to call Phil McKenney toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



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