



# CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

## SUPERVISING DEPUTY CITY ATTORNEY V REAL ESTATE, HOUSING, AND ECONOMIC DEVELOPMENT

**Salary Range:**

**Deputy City Attorney V:** \$174,470.88, annually to \$214,199.40, annually

**Benefits:** Health, dental, vision, retirement, potential telecommuting opportunities and other competitive benefits

**Recruitment Opens:** Monday, January 3, 2022

**Initial Application Requirements:** Cover letter and resume

**Deadline to Apply:** Open until filled

### THE POSITION

The City Attorney's Office seeks a seasoned real estate and community development attorney with significant expertise in affordable housing development and finance, development and/or transactional aspects of general real estate, and secured finance work to fill the position of Supervising Deputy City Attorney V. Expertise in land use, redevelopment, economic development, municipal law, and environmental law is a plus.

The ideal candidate will fill a supervisory position in the City Attorney's Real Estate and Community Development Unit and will advise the City's Real Estate Department on varied transactional work related to the sale, acquisition and lease of property, the City's Housing and Community Development Department on City financing of affordable housing development projects, and the City's Economic and Workforce Development Department on varied legal work related to various economic development projects, and the City's job training and workforce development programs, depending on qualifications. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work, in the future, if needs change.

Experience in supervising attorneys, handling general administrative matters, and managing outside counsel also is desirable. The Supervising Deputy City Attorney V will directly advise and also supervise attorneys who provide advice in all of the areas mentioned above and other subject matter areas as assigned.

A working knowledge of municipal law basics, such as the Brown Act, the Political Reform Act and the Public Records Act is a plus. The ability to quickly develop proficiency in new areas of law and general municipal law is essential, and the ability to work effectively in a diverse environment also is essential.

## **Agency Description**

The City Attorney's Office provides legal advice and counsel to the City in areas including but not limited to land use, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing and economic development. Services include drafting and reviewing contracts, legislation and other documents and possibly on occasion, providing litigation services in the defense of ordinances and other administrative actions and in specialized areas including probate and bankruptcy. The City Attorney's Office provides counsel to the City Council, Council committees, Mayor, retirement and other City boards and commissions, various City-wide task forces and City agencies and departments. Real estate and development attorneys handle matters including but not limited to negotiating and documenting transactions for major commercial, mixed-use and residential projects (both market-rate and affordable), disposition and development agreements, leases, licenses, related real estate documents, and loan documents. Incumbents perform a variety of professional legal duties involving civil municipal law issues. Incumbents may receive general supervision from a Special Counsel, Chief Assistant City Attorney or the City Attorney.

Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City departments on a wide variety of issues.

## **Job Description**

Typical duties may include, but are not limited to the following:

- Supervises attorneys in the Real Estate, Housing, Economic Development and Community Development Unit.
- Performs legal research, interprets and applies statutes, regulations, codes, and court decisions.
- Drafts and reviews complex documents, such as leases, disposition and development agreements, exclusive negotiating agreements, loan agreements, regulatory agreements, subordination agreements, and other financing documents, related to routine real estate transactions, large-scale development projects, and affordable housing projects.
- Negotiates document terms and other project issues with for-profit and nonprofit developers, private lenders, and other government funding agencies.
- Handles all aspects of closings for the sale, lease, and other disposition of City property, including title issues.
- Drafts and reviews grant agreements with workforce development service providers.
- Reviews documents and provides legal advice to City staff on post-redevelopment and redevelopment successor agency issues as needed, and represents the City's interests before redevelopment dissolution oversight bodies and agencies.
- Prepares legal opinions, ordinances, resolutions, and other legal documents, as necessary to meet legal standards and consummate transactions.
- Acts in an advisory capacity at meetings of the City Council and City boards and commissions, including the Oakland Workforce Development Board, and provides training to such bodies as needed on conflicts of interest, public meetings laws, parliamentary procedure, and other topics.
- Reviews staff reports and writes City Council reports as needed.
- Participates in bond transactions in collaboration with bond counsel and municipal finance attorneys.
- Provides legal advice to City real estate, housing, and economic development staff as needed.
- Develops expertise in particular areas of municipal law as directed.
- Oversees outside counsel.
- Exercises sound judgment, clearly explains legal advice to attorneys and lay people and defends legal analyses.

- Responds to questions posed by members of the public related to City real estate matters.
- Attendance at evening and late-night meetings is required.
- May serve as counsel to the City Council, City Council committees and City boards or commissions at public or closed session meetings.
- Attending evening and late-night meetings on matters and issues regarding real estate and economic development.

## **MINIMUM REQUIREMENTS FOR APPLICATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience**

- One year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland

OR

- Ten years professional experience in relevant areas of law.

### **Education**

- School of law graduate.

### **License or Certificate**

- A member in good standing of the California State Bar.
- Incumbents in this position are required to maintain a valid California Driver's License during City employment or demonstrate the ability to travel to required locations in a timely manner. Due to assignments and hours of work, public transportation may not always be an efficient method for traveling to required locations.

### **Desirable Skills**

- Bilingual skills, especially in Spanish, Cantonese and/or Mandarin.
- Working knowledge of municipal, state and federal laws, ordinances and codes affecting City government.

### **Ability to**

- Interpret and apply various government codes and ordinances.
- Conduct research on legal issues and prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Handle stressful or sensitive situations with tact and diplomacy.
- Participate actively in negotiations with developers and other outside parties in close collaboration with City staff.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public.

- Complete varied assignments within a narrow time frame.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Inspire confidence and respect for legal advice.
- Skillfully and professionally present legal advice to clients including the elected and high-level appointed officials.
- Interact with other in-house attorneys as part of a team, and as team leader, to provide the best product for clients of the City Attorney's Office.

### **HOW TO APPLY**

**Submit a cover letter and resume by email to:**

[jobs@oaklandcityattorney.org](mailto:jobs@oaklandcityattorney.org)

Candidates selected to proceed in the hiring process may be asked to submit additional information (e.g., a writing sample, references, answers to supplemental questions, the formal City of Oakland employment application).

This job announcement and additional employment information including the application form is available on-line at: [www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

**Final Filing Date: Open Until Filled**

**The City of Oakland is an Equal Opportunity / ADA employer**

## **Supplemental Questionnaire**

### **Supervising Deputy City Attorney V Real Estate & Economic Development**

**Recruitment Opened: Monday, January 3, 2022**  
**Deadline: Open until Filled**

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions, along with your completed application will be used to select the most suitably qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered. Respond to each question fully, describing your specific experience and accomplishments. Responses must be legible and typewritten responses are preferred.

1. Fully describe your experience in real estate/redevelopment transactional practice related to complex development projects, such as development and disposition and exclusive negotiating agreements and title review, leasing and closings. Provide examples of matters/projects you have handled and include in your answer the types of clients, the nature and scope of issues as well as your role advising clients.
2. Describe examples of your experience in general economic development matters.
3. Provide at least one, but no more than three, writing samples where you were the primary author that would be samples of any of the experiences described in Questions 1 and 2. Redact any identifying information if necessary.
4. Describe your experience in supervising attorneys, including but not limited to supervising real estate/economic development and/or other areas.
5. Describe any relevant public agency experience as well as your interest in this type of practice.

I understand that all information provided herein is subject to verification and is true to the best of my knowledge.

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**Signature**

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**Date**

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