

LEGAL OPERATIONS MANAGER

DEFINITION

The occupant of this position is in the classified service. This management position performs advanced professional administrative tasks requiring the frequent use of a high degree of independent judgment in accordance with established rules and procedures for the City Attorney's Office. The occupant is expected to assume significant responsibility for the development and implementation of City policy in an assigned area and serve as an expert in one or more specific technical areas. In addition this position may be responsible for as well as supervising clerical staff code enforcement activities.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Attorney. The position may be is responsible for supervising the Legal Secretaries Code Enforcement Officers, Code Enforcement Analyst and other technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Functions as a member of the City Attorney's department head's management team in discussing and reviewing overall departmental issues, priorities, and objectives.
2. Keeps the City Attorney informed of problems and issues within the department and within overall City operations.
3. Develops and implements short and long range program plans for the department to meet objectives established by the City Attorney, i.e., legal tracking system which tracks the detailed progress of every document entering the department from receipt to disposition.
4. Plans, organizes and coordinates preparation of budgets. Monitors expenditures to confirm availability of adequate funding, assures accuracy of account codes, monitors expenditures of professional service contracts confirming proper categorization. Prepares reports and documentation for the City Attorney regarding existing funding and expenditures, and when necessary, enhancements.
5. May make verbal presentations and submit written reports for the City Council, boards and commissions, and other citizen groups.
5. Interprets and applies state and municipal codes and city policies. Assures prompt response to complaints of municipal code violations, as well as directs timely inspection of all residential and commercial properties to ensure compliance with local laws, codes, and ordinances.
6. Reviews and suggests revisions of the Municipal Code to the City Attorney to maintain codes and regulations that are up-to-date and conform with all federal, state, and local requirements.
6. Effectively plans, schedules, and controls the utilization of time by Legal Secretaries, technical and clerical staff Code Enforcement Officers and the Code Enforcement Analyst to increase the amount of time spent in the field. Assures the timely and productive scheduling of staff to complete all accomplish both field and office work. Maintains quality control in the field, coordinates training, and assists staff in the field, as needed.

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7. Maintains a competent and motivated work force by selecting, disciplining, motivating, training, and evaluating subordinate staff.
8. Assists legal counsel in preparation for litigation. Interfaces with outside contract counsel to provide discovery responses and court verifications.
9. Maintains open communication with claims administrators in managing claims.
10. Monitors issues of general liability for the City Attorney; tracks status and monitors associated costs.
11. Develops and recommends approval of objectives, policies, and programs in financial, data processing, budget administration, public relations and personnel services areas.
12. Assists the City Attorney in the maintenance of the City's summary of open litigation files.
13. Assists the City Attorney with preparation and review of contracts.
- ~~9. Provides informed and skilled technical assistance and advice to planners, code enforcement staff, and homeowners on matters pertaining to code enforcement, zoning regulations, local ordinances, procedures, and appeal rights.~~
- ~~10. Generates reports for the City Attorney regarding such things as code enforcement actions and workload, and maintains various work records related to the development of such a report.~~
- ~~11. Develops policies and procedures to improve code enforcement activities such as public education, appeal procedures, testimonial procedures, and report writing.~~
- ~~12. Performs the more difficult and complex code enforcement inspections to assure local properties conform to all applicable state and local ordinances, codes, and regulations.~~
- ~~13. Studies changes in code provisions, state laws and legal procedures to keep current in enforcement skills.~~
- ~~14. Works with the City Prosecutor to ensure cases that proceed to prosecution are properly documented and testimony and evidence is properly presented.~~
14. Acts as department representative in city-wide projects, committees, and other related activities, as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- . Staff research principles and techniques.
- . Principles and practices of organization and management.
- . Budgetary preparation procedures and principles of financial management.
- ~~. Building, electrical, plumbing, mechanical, and fire codes and zoning ordinances and other pertinent state and municipal codes, ordinances and policies enforced by the City.~~
- . Statistical methods and their methods of application and evaluation.
- . Data processing principles, techniques, and applications.
- . Principles and techniques of ~~code inspection~~, legal procedures, report writing, appellate procedures, evidence presentation, prosecution procedures, and principles of supervision.
- . Principles of budget preparation and control.

Skill and Ability to:

- . Provide technical supervision and training.
- . Analyze a variety of administrative policies and problems and make sound recommendations.
- . Analyze the flow of work for maximum effectiveness.
- . Prepare clear and concise written reports.
- ~~. Deal tactfully and effectively with fellow employees and the general public.~~
- ~~. Research and study the various municipal codes, and laws and ordinances with emphasis on code enforcement.~~
- . Study, develop, and present ideas and recommendations.
- . Communicate effectively in both verbal and written form.

- Establish and maintain effective working relationships with the public, supervisors, and fellow employees.
- Conceive and implement organizational wide programs.
- Prepare department's annual budget.
- Interpret and make decisions in accordance with regulations and departmental policies.
- Conduct field inspections.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required, if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's Degree from an accredited college or university ~~two (2) years of college course work or equivalent coursework~~, and four (4) years of professional administrative work experience in municipal, state or federal government ~~working in Code Enforcement, as a Police Officer, or in a para-legal capacity including one (1) year of supervisory experience.~~ Additional relevant administrative work experience may be considered in-lieu of formal education on a year for year basis.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- ~~Require the mobility to stand, stoop, reach, and bend.~~
- ~~Require the ability to stand for long periods.~~
- ~~Require the ability to walk long distances.~~
- ~~May be required to work in inclement weather without effective protection from sun, cold and rain.~~
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary
- ~~Is subject to office environmental conditions.~~
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings or weekends.