



ANNOUNCING AN OUTSTANDING
CAREER OPPORTUNITY

CITY OF SIMI VALLEY
City Attorney



City Organization

The City of Simi Valley, home of the Ronald Reagan Library, was incorporated on October 10, 1969. The City is a General Law City and operates under the City Council – City Manager form of government. There is a five-member City Council. The Mayor, Bob Huber, is elected to a two-year term of office while four other Council Members, Barbra Williamson, Glen T. Becerra, Steven T. Sojka, and Mike Judge, are elected to four-year terms. Mike Sedell, the City Manager for 17 years, is the administrative head of City Government and appointed by the City Council. The City Attorney is also appointed by the City Council. The City has approximately 550 full-time employees with a fiscal year 2011-12 City budget of \$149 million and an operating General Fund budget of approximately \$62.5 million.

The operational functions of the City are currently divided among five organizational departments: Administrative Services, Environmental Services, Community Services, Public Works, and the Police Department. These departments provide the City with a wide range of municipal services including internal organizational support, police protection, community planning, building and safety, street maintenance, code enforcement, parkway and landscape maintenance, street lighting, and public transportation, as well as various youth, senior, and other community service programs. Water distribution and wastewater treatment services are also provided by the City. Fire protection service is provided by a separate county-wide fire protection district and parks and recreation services are provided by an independent special district. The City recently acquired Library services from a county-wide district and is considering its options regarding the Library's management and operation.

About the City of Simi Valley

Simi Valley is perennially ranked by the FBI as one of the safest cities in America. The City's low crime rate, award-winning schools, dozens of parks, ample open space, and suburban atmosphere have all enticed national publications to name Simi Valley one of their Best Places to Live.

Simi Valley is the third largest of Ventura County's ten cities. It encompasses an area of approximately 42 square miles and is located in the southeast portion of Ventura County adjacent to

the northwestern perimeter of the San Fernando Valley, which is located 37 miles northwest of downtown Los Angeles. The current estimated population is 126,414, yet Simi Valley maintains a unique balance of open space and City amenities.

Simi Valley's outdoor recreation includes 34 beautiful parks, camping and picnic spots, tennis courts, four golf courses, two swimming pools, and one of the largest equestrian trail systems in the United States. Boating and other water sporting activities are only 60 to 90 minutes away in Ventura and Santa Barbara.

The Office of the City Attorney

The Office of the City Attorney provides legal advice to the City Council and the various municipal departments, the Ventura County Waterworks District No. 8, and the Simi Valley Industrial Development Authority. It defends legal actions against the City (or oversees legal representation by outside counsel), files legal actions on behalf of the City, and prosecutes criminal charges for violations of the Simi Valley Municipal Code. The Budget for the Office of the City Attorney is \$995,100 and it is staffed by six personnel: the City Attorney, a Senior Assistant City Attorney, two Deputy City Attorneys, a Legal Secretary, and a part-time Legal Clerk.

The Ideal Candidate

The ideal candidate for City Attorney will be a well-rounded and experienced municipal attorney with strong generalist skills complemented by

a passion for public service. With outstanding interpersonal skills and a reputation for decisive legal leadership, the successful candidate will serve the City's legal interests by providing expert assistance and counsel while establishing highly effective working relationships with the City Council, the City Manager, and other key staff. With a strong work ethic and an ability to lead by example, the City Attorney will be proactive in iden-





tifying priority issues for the City Council. Working closely with the City Council and the City Manager, the City Attorney will set the strategic legal direction on a wide array of topics, many dealing with quality of life issues in this community. The ideal candidate will have unquestionable ethics, and an approachable and personable style.

The successful candidate will be recognized as an inclusive legal advisor that consistently presents legal options for consideration allowing for a thorough analysis of all aspects of an issue and the final recommendation ultimately based on the best interests of the City. With broad municipal experience, the ideal candidate will be able to evaluate controversial situations and present options in a clear and concise fashion. With insight and experience gained by working with local government, the City Attorney will have an expert understanding of the Brown Act, Government Code Section 1090, and a successful track record dealing with conflict of interest laws.

The successful candidate will possess a solid understanding of the broad array of legal matters related to labor and employee relations including, involvement with union agreements (Police and General Unit), grievances, and Skelly Hearings. Other areas of relevant expertise include land use and planning, CEQA, public finance, personnel, public works, public contracts and bidding, redevelopment, and the drafting of ordinances and resolutions. An understanding of development-related issues including impact fees, development agreements, and the Subdivision Map Act are also important.

The City Attorney oversees the prosecution of violations related to the Municipal Code that involve quality-of-life ordinances regarding nuisance abatement, code enforcement, and various other activities.

Above all, the ideal candidate will establish instant credibility as an authority on the local legislative process and all aspects of municipal law. The City Attorney will bring a dynamic mix of analytical and strategic thinking skills, effective interpersonal communications, and a solid background in the broad spectrum of municipal affairs.

Experience and Education

Candidates must have a Juris Doctorate from an accredited college or university and have current membership in the State Bar of California. In addition, at least eight (8) to ten (10) years of increasingly responsible

experience in the practice of municipal law, including management of staff, is required.

The ideal candidate will have similar experience working directly with a municipality in California. Candidates from private sector firms with experience in municipal issues are also encouraged to consider this exceptional employment opportunity.

Compensation

This is a highly competitive salary with an excellent executive benefit package as outlined below. The starting salary for this position will be based on the successful candidate's qualifications, experience, and salary history. Candidates should be aware that the former City Attorney was paid an annual salary of \$185,629. The City Council will negotiate a mutually approved employment agreement with the selected candidate and may include relocation assistance.

Benefits

The comprehensive benefits package offered includes:

- **Retirement** – The City pays the employee and employer contributions to the Public Employees' Retirement System (PERS). PERS benefits include 2% at 55 and single-highest year final compensation. Additionally, the City will report the City's payment of the employee's retirement contributions as additional compensation. The City does not participate in the Social Security System; therefore, there is no FICA deduction from wages except for Medicare hospital insurance protection. The City also contributes \$200 per month to a health care reimbursement program for retiree medical expenses.
- **Annual Leave** – Thirty-one (31) days per year (combines vacation and sick leave).
- **Holidays** – Eleven (11) paid holidays per year.
- **Benefits Plan** – The City contributes up to \$1,500 per month toward the cost of medical insurance, \$20 per month for vision insurance, and up to \$69 per month toward dental insurance. Medical and dependent care reimbursement accounts are also offered.



- **Flexible Benefit Plan** – The City provides SimiFlex Dollars in the amount of \$632 per month to offset additional employee costs for vision, dental, or medical insurance, or for deferred compensation contribution.
- **Group Medical Insurance** – Employees may select from a variety of health plans, which provide coverage to employees and dependents.
- **Dental Plan** – Coverage is available for employees and dependents and includes orthodontia for dependent children. Employee cost for the plans ranges up to \$82 per month.
- **Vision Care** – A plan is available for employees and dependents.
- **Disability Income Insurance** – The City provides long-term and short-term disability plans for all full-time management employees at no cost to employees.
- **Life Insurance** – The City pays all premiums for \$151,000 of life insurance coverage for employees, and \$5,000 coverage for each dependent.
- **Tuition Reimbursement** – Employees are eligible for tuition reimbursement up to \$1,600 per year for job-related or professional development courses after 120 days of employment.
- **Deferred Compensation Program** – Employees may defer a portion of their salary into a tax-sheltered account as designated by the Internal Revenue Code, Section 401(k). The City contributes \$65 per month and will match an employee's contribution up to \$75 per month. Employees may also participate in a 457 Plan and Roth 401(k).

To Apply

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This recruitment closes April 20, 2012. Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials. **Electronic submittals are strongly preferred** and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

***Electronic submittals should be sent via email to:
apply@ralphandersen.com***

Candidates should be aware that top candidates will be asked to complete a supplemental questionnaire in order to expand further on their specific experience in a variety of functional areas in the practice of municipal law.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. This process will involve an on-site written examination at the time of finalist interviews. Confidential inquiries welcomed at (916) 630-4900 to Ms. Heather Renschler.



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