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- 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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City Organization

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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

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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 identifying 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.

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