



ROCKLIN

CALIFORNIA

City of Rocklin

*invites your
interest in the position of*

City Attorney



Recruitment Services Provided by Ralph Andersen & Associates



The Community

The City of Rocklin has previously been named as the “*best place in Placer County to raise a family*” by Niche.com, and the reputation is well-deserved. Rocklin schools are consistently listed as being among the best in the Sacramento region, and the low crime rates and top-notch public safety departments have placed Rocklin as one of the best places to live and raise a family. It’s also significant for residents and visitors to know that a park is located within a half a mile of nearly every door in the city. Also, [Quarry Park](#), enjoyed by many residents and visitors, has added to the City’s unique history and character with its outdoor activities and amphitheater.

The Community *continued*

The City of Rocklin is located in south Placer County at the intersection of Interstate 80 and State Highway 65 and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada mountains to the northeast and the Sutter-Buttes mountain range to the west. With an estimated population of 73,000 people, Rocklin has been known as one of the fastest growing cities in California over the past decade. The community is strategically located and provides easy access to many local recreational amenities such as the Sierra Nevada Foothills, Folsom Lake, and Old Sacramento. Rocklin is also within an easy drive to Lake Tahoe, Napa Valley, San Francisco, and the Pacific Ocean.



The City prides itself on having a mixture of first-class businesses, breweries, restaurants, retail, and recreational opportunities often enjoyed in larger cities. Additionally, [Sierra Community College District](#) and [Jessup University](#) offer expanded educational opportunities in the local area. These amenities, combined with an array of housing options, makes the City of Rocklin a great place to call home!

To learn more about the incredible City of Rocklin, please visit <https://www.rocklin.ca.us>.



The Organization

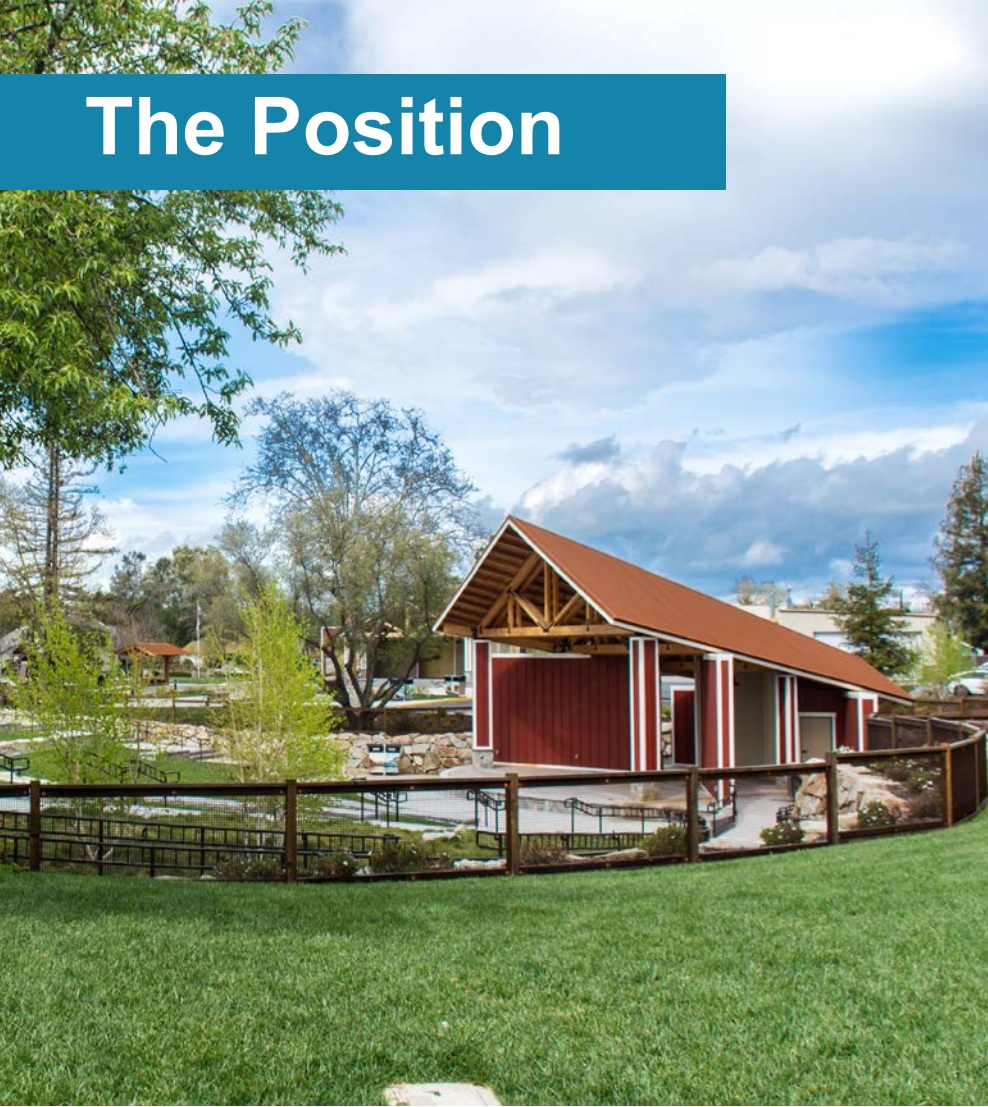
The City has approximately 270 full-time professionals dedicated to serving residents, businesses, and stakeholders. City Departments include Police, Fire, Community Development, Public Services, Administrative Services, Parks and Recreation, City Attorney, and the City Clerk's Office, and the City Manager's Office.

City leadership is dedicated to providing Rocklin residents with an exceptional quality of life, while maintaining the small-town sense of community. In an effort to prudently manage resources and serve the people of Rocklin, the City Council and leadership recently updated the City's strategic plan that guides department operations and projects. This latest strategic plan focuses on five pillars:

The City's leadership team and employees take pride in operating on efficient budgets. The City's FY 24 operating budget is \$119 million. Employees at all levels of the organization are encouraged to innovate and continue their personal growth, which in turn improves City programs that benefit the residents of Rocklin. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in California.



The Position



The City Attorney is appointed by and serves at the will of the City Council. Under policy direction from the Council, this position is responsible for all aspects of the City's legal work, whether performed in-house or by outside legal counsel. The City Attorney provides legal advice and counsel to the City Council, City boards and commissions, City Manager, and City departments and represents the City before administrative agencies and courts.

Essential functions of the City Attorney include:

- ❖ Develop, plan, implement, and administer goals, objectives, policies, and procedures necessary to provide assigned legal services.
- ❖ Provide legal advice and opinions to the City Council, boards and commissions, the City Manager, and department heads as requested and as needed regarding legal implications of all City operations.
- ❖ Receive and evaluate all legal claims filed against the City; make recommendations concerning the advisability to prosecute, compromise, or dismiss litigation for consideration by the City Council; monitor and control liability claims and lawsuits, including supervision of outside counsel.
- ❖ Research and prepare formal written opinions on various legal problems as directed by the City Council; study and interpret laws, court decisions, and other authorities; provide written and oral legal advice and counsel as the need arises to the City Council, City Manager, City departments, and City boards and commissions.
- ❖ Represent the City in court cases encompassing a wide variety of complex legal issues including all phases of pretrial, trial and appellate work in municipal, state, and federal court; represent the City in administrative hearings before state and federal agencies.
- ❖ Review proposed contracts, bond and financing papers, insurance policies, and other documents affecting the City.
- ❖ Prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts, and other legal documents.
- ❖ Monitor legal developments, including proposed legislation and court decisions related to municipal law and activities, evaluate the impact on City operations, and recommend appropriate action.
- ❖ Attend Council, Board, Commission, and Committee meetings, as required.

The Ideal Candidate

The City Attorney should be open-minded, honest, responsive, and committed to creating a teamwork environment in which all ideas and feedback are valued and supported.

The City Council is seeking an engaging, forward-thinking attorney who wants to contribute to an organization in a meaningful way and be part of the City's management team as a long-term contributor.

As the new City Attorney, this highly collaborative individual will be proactive in identifying priority issues for the City and will work closely with the City Manager, who serves as the chief executive officer of the City, in presenting those matters to the City Council. The ideal candidate will work throughout the organization in a cooperative, approachable, and responsive manner and will bring clear and effective communication skills, and solid interpersonal skills to this position. Generalist skills as a legal strategist, with a strong-customer centric focus, will be well-served in this organization. Importantly, the selected candidate will also need to be comfortable being very hands-on in the delivery of legal services until a future needs assessment is undertaken. This review, undertaken by the selected candidate, may result in a more defined out-sourced model for specialized legal services or may involve the recruitment of an in-house attorney to complement the new City Attorney's areas of expertise.

The new City Attorney should also be eager to join an organization that is committed to an environment in which all ideas and feedback are valued and supported. This collective focus with city-wide staff is about getting the City's work done with a "can do" attitude that promotes responsiveness and timeliness.

Additionally, the City is seeking a skilled attorney who will provide unbiased and sound advice in a transparent fashion including presenting advice, options, and outcomes to the City's primary decision-makers: the City Manager and the City Department Heads. This top legal advisor will also be a problem-solver who can assist in identifying alternatives and solutions to issues and challenges, and at the same time, understand the needs of internal and external stakeholders. Importantly, this top candidate will also have excellent relationship-building, be politically astute yet remain apolitical.

As a representative of the City, Rocklin's City Attorney will be a champion of integrity and ethics. The incoming attorney will exercise discretion, confidentiality, and tact when dealing with sensitive matters or communicating with City officials, representatives of other agencies, the media, and the general public.

While the City Council values a broad range of experience, there is a collective understanding on the Council that the successful candidate may not possess a specific area of expertise or focus. Land use and an understanding of related issues would certainly be advantageous in this position. A trusted legal advisor is sought who is skilled in providing advice to the City Manager, City Department Heads, and the City Council in a fair and consistent manner. Going forward, the new City Attorney will have the ability to complement their own skills with the use of outside counsel on an as-needed basis or hire in-house staff with specific expertise. This strategy and approach will allow the City Council to focus more on the overall fit with the new City Attorney. Interested candidates should identify area(s) of legal expertise in their submitted material for further consideration.

Education and Experience

Candidates must possess a Juris Doctorate from an accredited law school and have seven years of increasingly responsible experience in the active practice of municipal or other government law in the State of California. Specific experience including litigation and overseeing outside legal counsel is preferred.

In order to encourage a strong and diverse field of top caliber candidates, the City Council will consider relative legal experience gained as an assistant or deputy city attorney with a municipal organization or other government experience including positions such as general counsel/assistant general counsel or other top legal advisors.

Active membership in the California State Bar Association is required at time of submittal.



The Compensation

The annual salary range for this outstanding opportunity is \$210,000 to \$240,000 and dependent upon qualifications. Moving and relocation expenses may be negotiable for the top candidate.

The City of Rocklin also offers a highly competitive benefit package including:

Retirement – CalPERS 2%@55 for Classic members; 2%@62 for PEPRA members.

Medical Insurance – A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference.

Dental and Vision Insurance – The City pays for employee and dependents.

Deferred Compensation – The City offers optional programs for employee participation – 457 and/or 401(a) plans.

Flex Credit – The City provides each employee with a flex credit of \$1,800 per fiscal year for any benefit covered under the Cafeteria Plan; the flex credit is prorated and paid over 24 benefit pay periods.

Health Coverage Reduction Incentive – Employees who decline health coverage may receive incentive pay of up to \$250 per month.

Life Insurance and AD&D – City paid.

Long-Term Disability – Coverage is 60% of monthly salary up to \$6,000 per month; after a 90-day waiting period (City paid).

Management Leave – 80 hours per fiscal year.

Sick Leave – 12 days per year.

Vacation – 20 days first year, progresses up to 27 days based upon years of service.

Holidays – 10 paid holidays per year.

www.rocklin.ca.us

Application and Selection Process

Candidates are encouraged to **apply immediately**. To be considered, candidates must submit a cover letter and comprehensive resume to apply@ralphandersen.com. All submitted information will be reviewed by the Search Committee, a sub-set of the City Council and the City Manager. The first round of interviews will be done by the Search Committee with top contenders interviewed by the full City Council and the City Manager as part of the final selection process.

This is a highly confidential process. Professional references will be contacted later in the process once mutual interest has been established. A detailed and completed release form will be required by top candidates to verify employment, education, and other verifications, as appropriate.

If you have questions or would like to discuss the opportunity further, please call Ms. Heather Renschler at (916) 630-4900. Confidential inquiries are welcomed. Additionally, requesting a specific date/time to discuss this career opportunity may be arranged by sending an email to: scheduling@ralphandersen.com.



The City of Rocklin is an Equal Opportunity Employer

