

COUNTY OF SOLANO

COUNTY COUNSEL

DEFINITION

Under legislative direction, plans, organizes and directs a department providing a variety of legal services including litigation of matters within the scope of civil and administrative law; serves as a member of the County's management team.

CLASS CHARACTERISTICS

This single position classification describes the Department Head for the office of the County Counsel, which administers the civil and administrative legal affairs of the County and other public agencies. The incumbent serves as the general counsel and legal advisor to the Solano County Board of Supervisors for the County of Solano, Boards of Directors for special districts and school districts, Board of Trustees for the Solano Community College District, the County Board of Education and the administrative management, public boards and commissions of such agencies.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs the staff and operations of the County's civil legal department; directs the selection, training and development of staff; develops departmental goals and objectives; communicates expectations to staff and follows progress; plans, prepares, justifies and presents departmental budget and controls expenditures; directs work assignments and monitors and reviews staff work.
2. Provides legal representation and policy advice to boards, commissions, departments, school districts, special districts and all County officials; prepares or directs the preparation of legal documents, ordinances, resolutions and contracts.
3. Directs the conduct of civil litigation including the preparation for trials and administrative hearings; prepares or directs the preparation of a wide variety of legal documents; prepares appeals of lower court decisions by analyzing trial court proceedings and conducting research to determine appropriateness and strategies for appeals.

EXAMPLES OF DUTIES (Continued)

4. Attends meetings of the Board of Supervisors to provide legal counsel and opinions, interpret contracts and other documents, and conduct research or investigations for the Board when so directed; works directly with the Board, County Administrator and other top management staff in development of County programs and policies; may represent the County in state legislative matters.

5. Responds to requests for information or complaints from the general public on legal issues; resolves disputes; negotiates contracts, leases, sales agreements and other actions on behalf of the County.

6. Keeps abreast of developments concerning civil law; keeps abreast of legislative and judicial developments; assures proper communication of changes to staff.

7. May be assigned other managerial/administrative duties as required by the Board of Supervisors.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

Extensive, progressively responsible experience in the practice of public civil law including supervisory experience in a public civil law office which demonstrates possession of and competency in requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Extensive knowledge of federal, state and local, administrative, civil and penal statutes, codes, ordinances and court cases; state and federal constitutional provisions; federal, state and local court rules and procedures; legal principles and accepted legal document formatting; legal terminology and research resources.

Thorough knowledge of the mission of a County Counsel's Office; the dynamics of political and administrative inter-action; principles and practices of public administration; effective methods for establishing and achieving goals and objectives; methods and practices of effective public relations.

Ability to plan, organize and direct departmental activities; interpret, explain and apply laws, rules, regulations and policies; establish goals and objectives and motivate staff to achieve them; conduct research, analyze facts and make effective decisions and recommendations; project consequences of decisions; delegate work effectively; plan, prepare, justify and present budget and control expenditures; assess training needs and

QUALIFICATION GUIDELINES (Continued)

constructively evaluate performance of professional and support staff; evaluate work processes and employ work simplification techniques; accurately identify and assess public, political and organizational needs/interests and participate in addressing same; provide sound legal advice and guidance to public and political officials; effectively conduct a variety of public relations activities; speak to large and small groups; work with the media; establish priorities and work quickly and effectively to produce opinions, positions and cases in a timely manner; develop legal theories and strategies; prepare and present cases in courts and administrative hearings; establish and maintain effective working relationships with the Board of Supervisors, other public bodies, staff, other County managers and the general public; demonstrate tact, courtesy, patience and compassion.

SPECIAL REQUIREMENTS

Incumbents are required to obtain membership in the State Bar Association.

Possession of or ability to obtain a valid Class III California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

The incumbent is appointed by and works solely at the discretion of a majority of the Solano County Board of Supervisors.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.