

LOS ANGELES CITY ATTORNEY'S OFFICE

POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEY

GRANTS, FINANCE AND DEVELOPMENT

MUNICIPAL LAW BRANCH

POSITION: Attorney in the Grants, Finance and Development Division of the Municipal Law Branch

SECTION: This Division provides advice and legal representation to a number of City Departments and Commissions as well as to two Joint Powers Authorities. Attorneys in the Division work with state and federally funded programs and have knowledge about federal and state rules and regulations pertaining to funding and program administration. The Division also provides advice to the debt group in the City Administrative Office as well as the Treasurer and the Office of Finance on municipal bonds, bankruptcy and tax related matters.

DUTIES & RESPONSIBILITIES: The responsibilities of the attorney will be to:

- Advise on municipal law;
- Advise on procurements;
- Review contracts, including grant funded contracts;
- Advise departments on the Public Records Act;
- Advise commissions on the Brown Act;
- Assist in negotiation of development agreements;
- Advise on the Americans with Disabilities Act; and
- Draft ordinances and prepare reports for City Council.

QUALIFICATIONS: Applicants for this position must have a license to practice in all California state courts. Additional requirements include:

- A minimum of 3 years of experience;
- Excellent oral and written communication skills;
- Ability to work as a team member; and
- Demonstrated research and writing skills in complex areas of law.

The following qualifications are desirable:

- Experience in public contracts, municipal law, real estate and business transactions; and
- Knowledge of, or experience in municipal finance.

WRITING SAMPLE: Candidates are required to submit a recent writing sample personally authored by them.

**APPLICATION
AND DEADLINE:**

Attorneys interested in applying should submit their resume, cover letter, and writing sample, indicating in the subject line, "**DCA – GRANTS, FINANCE AND DEVELOPMENT SECTION**" in **ONE (1) PDF FILE** via email to Atty.recruit@lacity.org, no later than August 16, 2022.

Select applicants will be invited to be interviewed.

**CONFLICT
OF INTEREST:**

This position is designated Category 2 on Schedule B of the Los Angeles City Attorney Conflict of Interest Code.

CONTACT:

If you have any questions please contact Noreen Vincent at 213-978-7730.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL [\(213\) 978-7160](tel:2139787160).