



The City of Cupertino

*invites your interest
for the position of*

**City
Attorney**



The Community

The City of Cupertino (population 60,000) is located against the foothills of the Santa Cruz Mountains at the west end of world famous Silicon Valley. Rich in diversity, Cupertino is committed to becoming a model multicultural community for the 21st century. With one of the most diverse, technologically savvy, and nonpartisan populations in Northern California, Cupertino is quickly becoming a city that people like to talk about.



Corporate headquarters blend with tree-shrouded residential neighborhoods that climb into the foothills of the Santa Cruz Mountain range. This is the backdrop for living and working in Cupertino, California. Cupertino is home to many well-known high-tech companies like Apple, Inc., and offers a dynamic and exciting business climate.

Winner of numerous state and national awards for excellence, Cupertino public schools are widely acknowledged to be models of quality instruction. Cupertino is also home to De Anza College, recently named the best community college in California. Quality schools and proximity to high-tech jobs and beautiful open spaces make Cupertino a desirable location for a highly educated and culturally diverse population.

Cupertino's Core Values:

- ◆ **Leadership**
- ◆ **Innovation**
- ◆ **Service**
- ◆ **Teamwork**

City Government

A general law city, Cupertino has a City Council-Manager form of government. The five City Council members serve four-year terms, with elections held every two years so that terms are overlapping. Assisting the City Council are several citizen advisory commissions/committees. The Council appoints the City Manager, City Attorney and Treasurer. The City Manager appoints department heads. City departments include City Manager's Office, City Attorney's Office, Administrative Services, Community Development, Recreation and Community Services, Public Works, and Public Affairs. Police, fire, and library services are provided by Santa Clara County. The City of Cupertino has a history of providing high-level municipal services to complement the sense of community and quality of life enjoyed by our constituents.



The City currently has 169.75 full-time employees and an annual City budget of \$119.5 million, which includes a General Fund Budget of \$77.6 million. Unlike most cities, Cupertino weathered the great recession with no layoffs or reductions in employee compensation. The City has healthy reserves and has enjoyed General Fund surpluses for several years.



The Position of City Attorney

The City Attorney's Office performs the traditional legal functions associated with a nimble and dynamic city by providing legal guidance, advice, and counsel to the City Council, City Manager, department heads, and the full range of City Boards and Commissions. In addition, the City Attorney's office handles some risk management activities. The office is staffed with an Assistant City Attorney, a Legal Services Manager and part-time clerical support.

The City Attorney is appointed by and serves at the pleasure of the City Council. The City Attorney is part of the City's executive team, supporting departmental activities in a team-oriented and collaborative environment. Providing exceptional counsel, solid recommendations and creative options will create a strong relationship with the Mayor, Council, City Manager, department heads, and with officials from other governmental entities. Operationally and administratively, the City Attorney must provide cost-effective solutions in managing legal contracts and external services, and ensure that an efficient system of workflows and processes will result in expedient turnaround for legal services.



The Ideal Candidate

First and foremost, the new City Attorney will be a relationship builder who can develop and maintain active lines of communication in keeping the Council, City Manager, the City executive team and staff informed and updated on various legal issues of importance and interest. Key to the relationship focus will be the ability to provide practical and timely solutions to the numerous legal concerns that confront Cupertino. In addition to possessing strong interpersonal skills, the successful candidate will be a committed and honest team player with a high level of personal and professional integrity.

Comprehensive knowledge of municipal law, familiarity with the City Attorney role as legal counsel and a collaborative problem solving style are critical aspects of this position. The new incumbent must be especially adept in dealing in land use and environmental regulations, and understand the issues surrounding digital government. Considerable experience in the practice of municipal law at the City Attorney or Assistant City Attorney level is required. Some private sector experience would also be helpful and supervisory experience is highly desirable. A Juris Doctor degree from an accredited law school with current membership in the California State Bar is required.

Compensation and Benefits

The City of Cupertino provides a competitive package of compensation and benefits. The salary for this position is open and negotiable depending upon qualifications. The benefit package includes:

- ◆ Paid Leave: 10 to 22 days of vacation annually based on years of service with credit given for previous employment in the public sector; 12 holidays, 20 hours of floating holiday, 40 hours of administrative leave, and 96 hours of sick leave annually.
- ◆ Auto Allowance of \$350 per month.
- ◆ CalPERS Retirement: New employees to Cupertino hired after 12/29/12 with prior CalPERS (or reciprocal agency) service — 2.0% @ 60, City pays 2.0% of employee contribution and employee pays remaining 5.0% of CalPERS employee share. Effective 7/1/15, City pays 0.75% of employee contribution and employee pays remaining 6.25%. New employees with no prior CalPERS service or a break in CalPERS service of 6 months or more — 2.0% @ 62 employee required by law to pay 50% of the Normal Cost which currently equates to 6.25%.
- ◆ Fully paid life and disability insurance.
- ◆ Partially paid dental and vision insurance
- ◆ Choice of health insurance, monthly City contribution of \$702 employee-only, \$762 employee+1, or \$802 family.
- ◆ Monthly contribution of \$163.00 per month into a Health Reimbursement Arrangement account.
- ◆ Cupertino Sports Center Membership.
- ◆ \$400 credit to be used to pay for recreation activities and programs.
- ◆ Employee assistance program.



More information about the City can be found on the City's website: www.cupertino.org.

The Process

If you are interested in pursuing this unique and exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Ann Slate
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



The final filing date for this position is June 30, 2015.

If you have any questions regarding this position, please feel free to contact Ann Slate at 805.459.5132 or Bill Avery at 408.399.4424.

The City of Cupertino is an Equal Opportunity Employer.