

CITY OF BRISBANE
SPECIAL COUNSEL
Major Development Projects

Definition

Under the general direction and at the request of the City Manager, perform a variety of complex, high level administrative, technical and professional work in assisting with and overseeing the processing of major development projects. Serves as a legal advisor to City Manager regarding the legal rights of the City and participates as part of the management team in developing the recommendations of strategic approaches for the City regarding large development projects.

Class Characteristics

This is a high level professional confidential managerial class, which employee performs a variety of complex legal and administrative tasks requiring extensive expertise in planning, environmental and redevelopment law as well as the coordination and processing of development applications and permits. The work requires extensive public agency contact, discretion and independent judgment, knowledge of City and other governmental activities and the ability to work independently while meeting the goals and time frames of the City Manager.

Examples of Duties (Illustrative Only)

- Review and analysis of documents submitted by the developer or obtained by City pertaining to the application for development approval, including proposed specific plans, environmental reports, fiscal impact studies, design and site plans, draft development agreements, and reports or comments from any other federal, state, or local governmental agencies relating to the proposed project
- Assist in the preparation of staff reports to the Planning Commission and City Council, including the formulation of conditions of approval and the drafting of proposed resolutions and related materials recommended by staff to the decision-making authority.
- Research and prepare compliance memoranda for the San Bruno Mountain Habitat Trust Agreement.
- Schedule, prepare materials and attend meetings with relevant governmental agencies for the purposes of gathering information and ensuring proper processing permit applications in coordination with the City Municipal Code.

- Assist in preparation and attend public meetings and hearings at which the project is considered or matters related thereto.
- Following the granting of development approval, assist in the monitoring of compliance by the developer with the conditions of approval and mitigation measures contained in the final environmental impact report.

Qualifications

Knowledge of:

- Considerable knowledge of State of California statutes and the Brisbane Municipal Code, considerable knowledge of laws relating to, redevelopment, land use, environment and with substantial expertise regarding the Endangered Species Act and adopted Habitat Conservation Plans; working knowledge of policies and practices regarding processing development applications and related environmental materials.
- Skill in preparing resolutions and other legal documents.
- Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, other governmental agencies, and the general public.
- Broad knowledge of City mission, vision, strategic direction, goals, objectives, policies, procedures, priorities as evidenced by the General Plan of the City of Brisbane
- Ability to take direction from the City Manager, provide counsel, and work effectively as a member of the City's management team
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited law school with a Juris Doctorate degree followed by admission to the California State Bar.

Ten or more years of progressively responsible related experience in the areas of planning, environmental review and redevelopment law in a municipal environment.

Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 10 pounds.

The noise level in the work environment is usually moderately quiet.

Approved Date: November 21, 2005

Resolution:2005-64

Bargaining Unit: Confidential Management

Resolution: 2005-65