

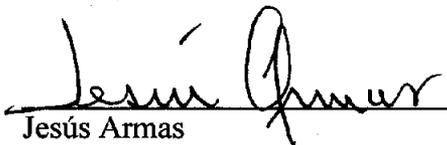


CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 06/12/07
AGENDA ITEM _____
WORK SESSION ITEM WS #3

TO: Mayor and City Council
FROM: City Manager
SUBJECT: City Attorney Recruitment Profile

To aid in the recruitment for a City Attorney, a brochure will be developed which will describe the desirable qualifications and skill sets for this position. Additionally, to acquaint prospective candidates with Hayward, the brochure will also describe the organization and the community. Attached for the Council's consideration is the final draft of the information to be included in the brochure. The Council is asked to review it and to confirm it properly reflects the information the Council would like disseminated to applicants.


Jesús Armas
City Manager

Attachment

City of Hayward *"The Heart of the Bay"*

The Community

With a population in excess of 145,000 residents, Hayward is strategically located on the thriving eastern shore of the San Francisco Bay. One of the most ethnically-diverse communities in the nation, Hayward's premier location provides convenient access to San Francisco, San Jose, Oakland, and the three area airports. Hayward is served by BART, AMTRAK, and an extensive network of freeways.

Hayward is known as the "Heart of the Bay" not only for its central location but also for its accepting and caring environment. With resident input, Hayward balances the needs of a growing urban population for housing and economic development with preservation of open space. Its "Smart Growth" approach to land use planning and development with ready access to public transportation has won awards at the State and National level.

The City's varied and well-balanced economic base includes a central business district, regional shopping center, large and modern industrial areas, executive airport and expanding residential areas. Hayward has created an award-winning, transit-oriented, pedestrian-friendly downtown with a balanced mix of housing, retail shops, offices and restaurants. The Civic Center serves as the focal point for this revitalization of the downtown core. Encouraging new businesses to move to Hayward, expanding the City's sales tax base, and strengthening its diverse economy are priorities of the City. Several challenges remain as the City continues to implement its downtown plan, major planning efforts in other parts of the City, and reuse and infill activities throughout the community.

Cultural and educational offerings may be found in Hayward at the Hayward Unified School District's 35 elementary, middle and high school campuses; California State University, and Chabot College, with its Performing Arts Center. Hayward's Historical Museum, Sun Gallery, Hayward Arts Council, the Phantom Galleries, and the John O'Lague Galleria at City Hall provide a variety of exhibits throughout the year. Through the Hayward Area Recreation and Park District, residents have access to six swim centers, 42 tennis courts, a rodeo arena, a community theater, the stunning Japanese Tea Garden, two golf courses and day camp facilities for children. Hayward residents enjoy a sunny, temperate climate with moderate rainfall. Here, people from many cultures live and work together to build a community reflective of its residents.

The Organization

The City of Hayward was incorporated in 1876 as a Charter City. Hayward functions under the Council-Manager form of government with a Mayor and six Council Members directly elected for alternating, four-year terms. The June 2008 election will involve five seats on City Council; four seats are for four-year terms, and one seat is for a two-year term. In keeping with its status as an established but growing community, the Hayward City Council has

focused its priorities on maintaining and enhancing neighborhoods and quality of life and on preparing the community for the future.

The Mayor and Council appoint the City Manager, City Clerk, and City Attorney. The City Council and management staff place a premium on a team management approach, quality customer service, innovation, and cost-effective service delivery in meeting the needs of the community. With a workforce of over 900 full-time employees and an overall annual budget of \$189 million, the City provides a full range of services to its residents. City departments include Public Works, Library, Human Resources, Community and Economic Development, Finance and Internal Services, Fire, Police, City Clerk, City Attorney, and City Manager, which includes Technology Services. In addition, the City operates and maintains facilities for water distribution and storm water and sanitary sewer collection and disposal. The City also operates a general aviation airport, downtown parking facilities, and an exhibition hall with meeting rooms. Through its Redevelopment Agency, the City provides development services and improvements in a project area encompassing approximately 1,500 acres.

As a result of a number of retirements at the executive level over the past few years, the City of Hayward has been fortunate to attract outstanding talent on the Executive Management team. In addition, a recruitment for City Manager is currently being conducted. The career opportunity of Hayward City Attorney is available due to the upcoming retirement of Michael O'Toole, who has served Hayward since 1993.

The City Attorney's office has a 2007/08 budget of \$1.07 million and is supported by five Assistant City Attorneys as well as three Legal Secretaries. Divisions of the City Attorney's office include Legal Services, Rent Review, and Risk Management. The majority of litigation is handled in-house.

Hayward is a community that is continuously evolving with new opportunities to build on past successes. The City has won numerous awards for design, development and innovative methods. Hayward is actively engaged in the study or development of a number of physical improvements to the community including a land use plan involving about 300 acres of State-owned property previously earmarked for roadway construction; completion of the South Hayward BART Station Concept Plan involving transit-oriented development and amenities; Cannery Plan; EIR and design for the Rte. 238 Corridor Improvement Project to alleviate congestion associated with regional and local traffic; and the design and construction of a mixed-use project on six acres in the downtown core. All of these exciting projects will require significant cooperation with State, County, local agencies and transportation authorities in order to ensure their success.

The City of Hayward has actively addressed budgetary constraints over the past several years and will continue to operate in a fiscally responsible manner. Labor settlements are currently being negotiated and expected to be complete within the next few months.

The City of Hayward invites you to visit its web site at www.hayward-ca.gov.

The Position

The Mayor and City Council are seeking a highly ethical City Attorney to provide quality legal advice to the Council, City Manager, commissions, and staff. It is the desire of the City Council that the City Attorney have proven experience on matters pertaining to official city business, in-depth knowledge of municipal law, and hands-on experience in litigation. In addition, experience in employment law and representation on regional issues is desirable. Supported by an outstanding team of Assistant City Attorneys, the City Attorney will address current issues relating to personnel, land use, rent stabilization and conversion of mobile home parks.

The Mayor and City Council are seeking an individual who has the ability to address issues head on, establish and maintain effective working relationships, and actively inform the City Council of important issues. The individual selected will provide independent and objective recommendations and counsel to the Mayor and City Council, advising them of risks and implications of decisions, and utilizing all necessary tools within the legal framework to get things done. The City Attorney will exhibit outstanding judgment and an ability to be thorough as well as succinct. It is expected that the City Attorney will be politically astute and will provide quality legal advice to all members of the City Council equally.

The ideal candidate will have proven experience writing and reviewing contracts, as well as excellent verbal and presentation skills, particularly in a public setting. The City Attorney has been described as a self-confident manager and leader who will value the abilities of staff, encourage and support staff development, and maintain the office's reputation for an open door policy.

Most importantly, the Hayward City Attorney will always keep the good of the community in mind, anticipating issues, and providing the highest quality of legal advice to the organization. The individual selected will have extensive knowledge of municipal law and proven experience in a local government agency. A Juris Doctorate from an accredited school of law and membership in the State Bar of California is required.

The Compensation

The salary for this position will be competitive in the market and dependent upon the qualifications of the selected candidate. The City pays 7% of the employee's 8% retirement contribution under the Public Employees' Retirement System (2.5% at 55 formula). In addition, \$1,010 is paid annually by the City into a deferred compensation program on the employee's behalf. The employee may make additional voluntary contributions to the deferred compensation program. The City provides fully paid hospital, medical, dental, vision, life and long-term disability insurance, auto allowance, and generous leave allowances.

The Recruitment Process

If you are interested in this outstanding opportunity, please send your resume and cover letter electronically to:

Peckham & McKenney
apply@peckhamandmckenney.com

Please do not hesitate to call Bobbi Peckham toll free at (866) 912-1919 if you have questions about the position or the recruitment process.

The City of Hayward celebrates the diversity of its community and its workforce and is an Equal Opportunity Employer.

Search Schedule

Resume Filing Deadline	August 3, 2007
Preliminary Interviews	August 13 -- 24, 2007
Recommendation of Candidates	September 4, 2007
Finalist Interview Process	September 18, 2007

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.