

## APPLICATION FILING PROCESS

An application package consisting of your resume with a cover letter outlining your qualifications, a list of four (4) professional references, a District Employment Application and your responses to the Supplemental Questions (shown below), is required for consideration. **Please limit your responses to Questions 1-5 to no more than seven pages total.** An application can be obtained by visiting the District website at: [www.valleywater.org](http://www.valleywater.org) or by calling the Employee Recruitment and Benefits Unit at (408) 265-2607, extension 2085. **Completed application packages should be sent to:**

Santa Clara Valley Water District  
Employee Recruitment and Benefits Unit  
5750 Almaden Expressway  
San Jose, CA 95118

**FINAL FILING DATE:** All application packages must be received no later than **5:00 p.m. on September 10, 2010.** Postmarks, facsimiles and electronic application packages will not be accepted. Application packages will be evaluated and the most qualified candidates will be invited to the District for interviews.

## SUPPLEMENTAL QUESTIONS

1. Summarize your experience as an attorney in each of the following areas:
  - Employment Law
  - Labor Law, including bargaining and labor arbitrations
  - Real Estate Law
  - Employee Health and Safety
  - Environmental Law
  - Land Use and Development Law
  - Government Ethics Law
  - Public Procurement
  - Contract Drafting and Negotiations
  - Public Entity Law (e.g. conflicts of interest, Brown Act, Public Records Act)
  - Legislative analysis and/or drafting
2. Describe your legal experience representing clients before administrative agencies (i.e. PERB, Cal/OSHA, EDD, DIR, etc.)
3. Who is the client of an attorney for a public entity? How would that influence the performance of your duties as the Assistant District Counsel for the Santa Clara Valley Water District?
4. Please describe the top 3 achievements of your professional legal career and why you are proud of them.
5. Please describe your methodology for dealing with competing demands for your time in the workplace.
6. Provide a writing sample of 3-5 typewritten pages that illustrates your possession of the required knowledge and skills to perform the essential functions of this position, which includes legal research and writing; legal and factual analysis; clear and direct communication; and a creative approach to problem solving.

**Please limit your responses to the supplemental questions to no more than seven pages.**

## SALARY AND BENEFITS

**SALARY RANGE:** **\$131,456 - \$187,262 Annually**

Appointment may be made at any point within the range, depending on qualifications. The District also offers a competitive management benefits package which includes:

- **Retirement:** The District participates in PERS. Required employee contribution of 8% (District pays 0.5926%; Employees pay 7.407%).
- **Medical/Dental/Vision:** Paid by the District for employee and eligible dependents.
- **Holidays:** 13 days per calendar year.
- **Personal/Administrative Leave:** 56 hours of administrative/personal leave annually.
- **Deferred Compensation:** Voluntary program with \$4,000 annual matching.
- **Life Insurance:** \$100,000—District paid.
- **Disability:** District pays premiums.
- **Other Benefits:** Automobile Allowance, Sick Leave, Professional Development, Vacation (28 days per year), and Tuition Reimbursement.

## ADDITIONAL INFORMATION

*The Santa Clara Valley Water District is an Equal Opportunity Employer.*

*If this is a position which requires on-going public contact, consideration will be given in the examination process to applicants who are fluent in speaking and/or writing other languages in addition to English in an effort to provide adequate and equitable services to all members of the Santa Clara County community. The District's Equal Opportunity Non-Discrimination Plan information is available for review upon request.*

*The District is committed to actively maintaining a drug-free workplace.*

*The Santa Clara Valley Water District will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources in advance of any special needs by calling (408) 265-2607, extension 2260.*

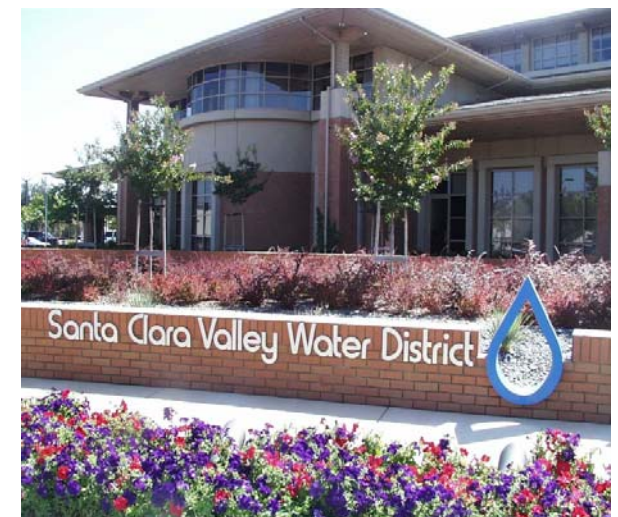
*Please be aware that once submitted all application materials become the property of the District and will not be returned.*



**San Jose, California**  
**is seeking an experienced Attorney to become an**

**Assistant District Counsel**

**Final Filing Date:**  
**September 10, 2010**



## **Assistant District Counsel**

### ***Santa Clara Valley Water District***

#### **SANTA CLARA VALLEY WATER DISTRICT**

The Santa Clara Valley Water District (District) is the primary water resources agency for Santa Clara County, California. The District's core business is to provide residents with a clean and reliable supply of water and protection from flooding. The District encompasses all of the county's 1,300 square miles and serves the area's 15 cities, nearly 1.8 million residents, and more than 200,000 commuters.

The mission of the District is a healthy, safe, and enhanced quality of living in Santa Clara County through watershed stewardship and comprehensive management of water resources in a practical, cost-effective, and environmentally sensitive manner.

A seven-member Board of Directors governs the District. The District is an ethnically diverse, family friendly organization with employees who are committed to public service and work collaboratively with other agencies (all levels of government, community-based organizations, and neighborhood organizations) in carrying out the mission of the District.

#### **MANAGEMENT STRUCTURE**

This position is designated as unclassified/at-will. As such, the incumbent serves at the pleasure of the District Counsel and is a part of the District Leadership Team. The District Counsel has the final selection authority for positions which report to the District Counsel.

The District seeks an experienced (2+ years) attorney to provide legal support primarily to the human resources division (which includes the labor relations unit); real estate services unit; environmental health and safety unit; procurement and warehouse unit; information management division; financial control and general accounting unit; treasury/debt management program; deferred compensation committee; records unit; and diversity and inclusion program. An attorney in the Office of District Counsel has primary clients and subject matter responsibilities, but must also be able to successfully function as a public entity law generalist who is willing and able to take on a variety of assignments.

Knowledge of and experience in labor and employment law and real estate law is required. Experience as an attorney advising public entities is desirable, but not required. Good communication skills (written and oral) are essential, as is the ability to effectively work as part of a team.

#### **RESPONSIBILITIES**

Primary responsibilities and duties may include, but are not limited to the following:

- Performs legal research, evaluates alternatives, and makes sound recommendations.
- Guides management through the labor relations grievance process, including representing the District in binding arbitration.
- Represents the District in labor negotiations and bargaining.
- Advises the District on real estate matters, including land use and development.
- Prepares, drafts and reviews a variety of legal documents including real property deeds, contracts, resolutions, ordinances, pleadings, reports, correspondence and other written materials.
- Reviews new and proposed State and Federal legislation and administrative regulations affecting District interests and analyzes them for impact on the District.
- Advises CEO, Board of Directors and District staff on legal matters.
- Responds to public inquiries.
- Provides legal advice in a wide variety of practice areas, including without limitation, labor and employment, real estate, land use and development and conflicts of interest.
- Represents the District in court or administrative proceedings, including without limitation Cal/OSHA, Public Employment Relations Board, Labor Commissioner, Employment Development Department.

#### **QUALIFICATIONS**

Candidates must have training and experience including graduation from an accredited four-year college or university with a Bachelor's degree and graduation from an accredited law school. A minimum of two years of recent experience in the active practice of law in the State of California, including experience in at least two of the following fields is required: labor and employment; real estate; public entity risk management/litigation; public contracting/public works; California Environmental Quality Act (CEQA); or California public entity law (e.g., conflicts of interest, Brown Act, Public Records Act).

Must possess a valid California Driver's License and maintain a satisfactory driving record. Must be a current member, in good standing, of the California State Bar Association.

#### **DISTRICT COUNSEL'S OFFICE**

The office currently has a staff of seven, including the District Counsel, two Senior Assistant District Counsel, one Assistant District Counsel, a Legal Analyst (paralegal), and an Executive Assistant, and Administrative Assistant.

The Office is collaborative and friendly and enjoys good working relationships with its clients. Each attorney is expected to provide exceptional service to his or her client. Because the Office is small, the work performed by each attorney is highly varied based on the needs of the District, requiring a significant degree of efficiency and flexibility. Each attorney must be able to balance competing demands and have the ability to multitask. Flexibility, superior client relations skills, and strong work ethic, high professional standards, and a sense of humor are expected. Our office strives for continuous improvement and seeks a smart, thoughtful, and hard-working attorney with a positive attitude to help bring our office to the next level.