

# THE CITY OF INGLEWOOD

EXECUTIVE RECRUITMENT

## CITY ATTORNEY







## THE COMMUNITY

Established in the late 19th century, the City of Inglewood has evolved into a bustling City with a population of around 110,000 residents. The City is a vibrant and diverse community known for its rich cultural heritage, sporting legacy, and dynamic urban environment.

Known as the City of Champions, Inglewood is a revitalized community nestled between West Los Angeles and the sun-soaked South Bay. Serving as the gateway to Los Angeles International Airport (LAX), Inglewood offers unrivaled access to the entire Los Angeles basin.

The City features beautifully landscaped neighborhoods with quality housing. Additionally, the City offers a variety of amenities and services to its residents, including over 100 acres of parks, fantastic recreational facilities, and community centers. The City is known for its strong sense of community.

In recent years, the City of Inglewood has experienced significant economic development, largely driven by the construction of major sports and entertainment venues. The state of the art So-Fi Stadium, home to the Los Angeles Rams and Chargers, and the adjacent Hollywood Park development have been central to this growth, bringing new business opportunities, jobs, and tourism to the area. The City of Inglewood is gearing up to welcome the Los Angeles Clippers to the Intuit Dome in the summer of 2024. The City also features the iconic Kia Forum, the cutting-edge YouTube Theater, the Hollywood Park Casino, and an array of diverse dining options.

In 2009, the City of Inglewood earned the prestigious All-American City award for its innovative community-based approach to crime reduction and anti-drug efforts. This accolade reflects the City's strong tradition of stable, progressive governance. Building on a rich history and a diverse, adaptable community, Inglewood is positioned to seize new opportunities and achieve even greater success. Looking ahead, Inglewood will host numerous events for the 2028 Summer Olympics, showcasing its ongoing commitment to excellence and community development.

With ongoing development projects and investments in infrastructure, Inglewood is poised for continued growth and revitalization. The City's leadership is focused on balancing economic development with the needs of its residents, ensuring that Inglewood remains a welcoming and thriving community for all.

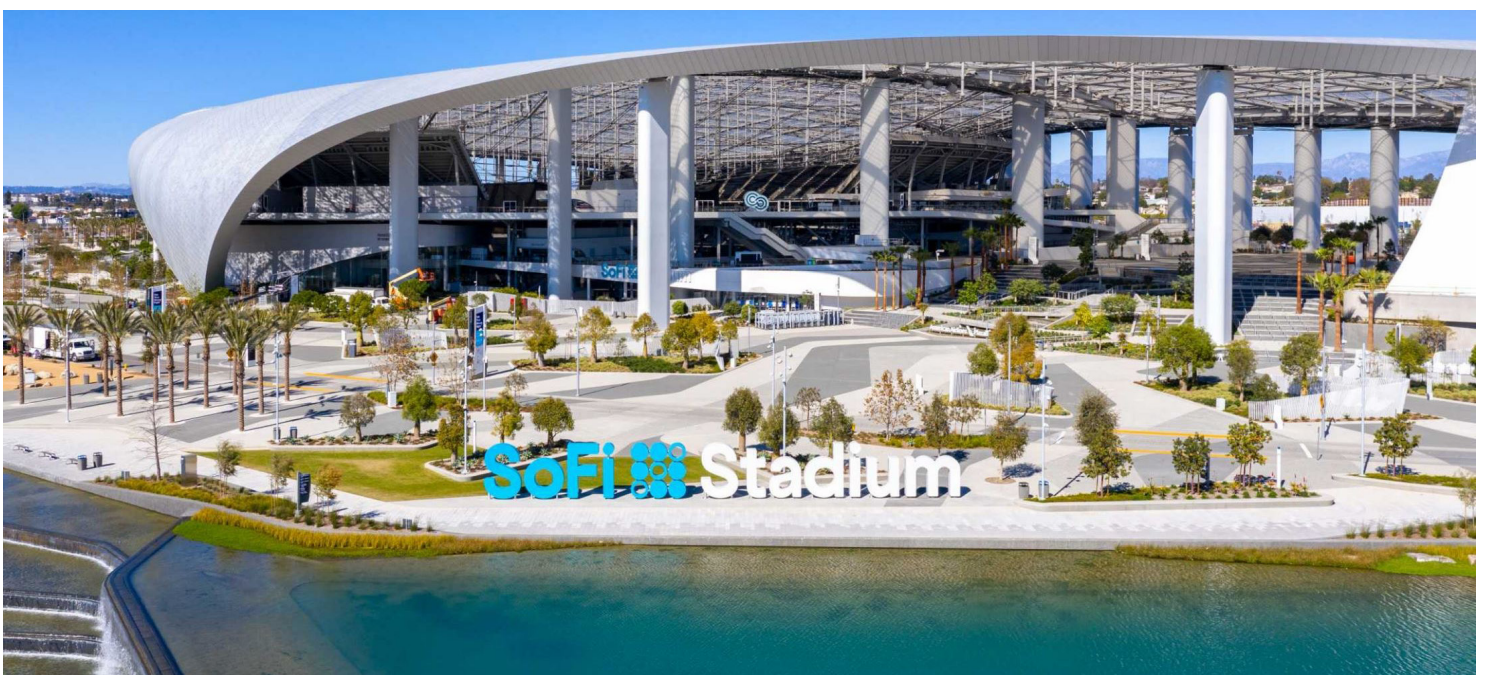






## THE ORGANIZATION

Incorporated in 1908, Inglewood is a Charter City that operates under the Council-Manager form of government, with a general fund budget of \$203,244,522 and an all-funds budget of \$375,408,306. The City offers most services with the exception of Fire, that is outsourced to L.A. County. There are four elected Council Members representing each council district and a Mayor elected at-large. All members serve staggered, four-year terms. The City Clerk and the City Treasurer are also elected positions, while the City Attorney and the City Manager are appointed by and report to the City Council. Inglewood's organizational structure comprises several key components: City Administration, City Attorney's Office, City Clerk's Office, City Treasurer, and a range of departments including Economic and Community Development, Finance, Police Services, Information Technology and Communications, Human Resources, Public Works, Parks and Recreation, Residential Sound Insulation, Section 8 and Affordable Housing & CDBG, Successor Agency, Housing Protection, Library Services, and Parking and Traffic.







## THE POSITION

Under the general direction of the Mayor and City Council, provides legal counsel to the City, City Council, boards and commissions, and City staff to protect the interest of the City. The City Attorney's Office consists of a team of 16 and prepares and reviews ordinances, resolutions, contracts, and other documents. The City Attorney and their team act as the City Prosecutor for enforcing City ordinances, represent the City and its officials in civil litigation, and collaborate with outside counsel on these cases. The City Attorney manages a budget of \$8,597,186.

Overall, the City Attorney's Office ensures that the City's programs align with legal requirements, supporting the objectives of the City's policy makers.

## ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, the essential functions may include the following tasks, knowledge, skills, and other characteristics but the list of tasks is not limited to:

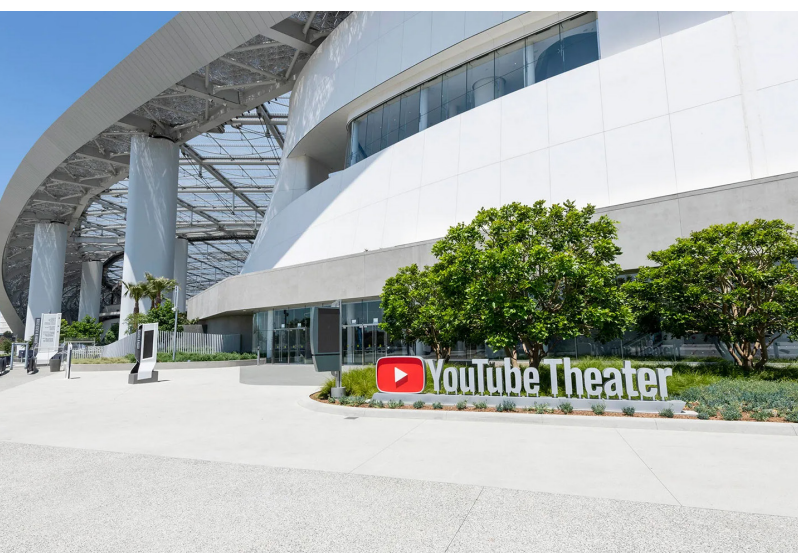
- Attends all meetings of the City Council and certain designated commission and board meetings as requested by City officials; represents the City at various meetings with citizens, community groups, or individuals doing business with the City;
- Prepares, reviews, and approves all legal document, reports and recommendations for Council agenda;
- Interprets rules, laws, and regulations and provides legal advice to City Administration, Mayor and City Council;
- Reviews and approves the formal performance evaluation of assigned department staff;
- Participates in labor negotiations, investigations, and other employee related matters;
- Represents the City in court and other external legal proceedings; oversees cases assigned to outside counsel;
- Conducts research and prepares legal opinions in response to questions and issues facing the City; and
- Responds to public and media inquiries and complaints;



## THE IDEAL CANDIDATE

City of Inglewood is seeking a hands-on, solutions oriented, and reputable City Attorney who will provide the Council with a comprehensive and impartial assessment of the City's legal standing. As a key member of the City's Executive Team, the ideal candidate will collaborate closely with the City Manager and department heads to support and advance the Mayor's and Council's strategic objectives and work plan. Highly qualified candidates will possess the following attributes:

- Proven expertise in providing sound legal counsel on contractual, regulatory, and litigation matters
- Expertise in municipal law, particularly in the areas of the Brown Act, California Political Reform Act, and the California Public Records Act (PRA) and subsequent State constitutional amendments; land use; the California Environmental Quality Act (CEQA); employment and labor relations; code enforcement; and municipal elections.
- An attorney with comprehensive expertise in general legal practice and a strong understanding of Charter City operations, adept at thriving in fast-paced environments.
- Ability to provide effective advice, particularly in situations where the legality of a planned action is in question.
- A person who can quickly adapt to a city with a high economic growth trajectory and possesses a strong global business mindset;
- A willingness to exercise independent judgment and initiative, while keeping the best interests of the City, its residents, and the organization is paramount;
- A forward-thinking and collaborative professional dedicated to working closely with the Mayor, City Council, City Manager, and department heads to provide expert legal advice, recommend effective solutions, and help achieve optimal outcomes.
- Proven experience in mentoring and managing staff, with a strong ability to foster a collaborative, problem-solving team environment.
- Approachable and community-centric.







## EXPERIENCE AND EDUCATION

A typical candidate will possess at least 10 years of progressively responsible experience in the practice of civil and/or criminal law, with at least 7 years of experience as City Attorney, Assistant City Attorney or public law senior management position in a comparable California City, county or special district agency. Candidates for this position must possess a juris doctorate degree from an accredited law school and maintain active membership in the State Bar of California and admission to practice before the State of California and federal courts is required as well as a valid California Driver's License.

## COMPENSATION & BENEFITS

The salary range for this position is \$16,518.30 - \$23,399.87 (monthly) depending on experience and qualifications. City of Inglewood also offers an attractive benefits package that includes:

**Retirement** – participation CalPERS (California Public Employees' Retirement System) with a pension formula of 2.5% @ 55 (for Classic CalPERS members) and 2% @ 62 for new CalPERS members. Classic Employees contribute 8% of pre-tax wages plus 2 points of the employer cost. The City of Inglewood does not participate in Social Security.

**Health** – The City of Inglewood pays 95% for the cost of employee and eligible dependent coverage at the Kaiser rate.

**Dental** – The City of Inglewood pays 100% of dental premiums for employees and eligible dependents.

**Vision** – The City of Inglewood pays 100% for employees and eligible dependents.

**PTO Leave** – Accrual of 21 days to a max of 32 days per year.

**Paid holidays** – 13 holidays per year

**Administrative Leave** – Up to 13 days per fiscal year for eligible employees.

**Deferred Compensation** – 4% City contribution to a 401(a) plan, and an employee 4% contribution.

## APPLICATION PROCESS

The City Attorney search is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate applicants. The most highly qualified candidates will be invited to participate in an on-site interview process. Interested and qualified individuals are invited to submit a resume and cover letter describing your interest level and key relevant professional attributes electronically to [coi.ca@thehawkinscompany.com](mailto:coi.ca@thehawkinscompany.com) by the first review date of **September 12, 2024**. Resumes received by this date will receive first consideration. The position is open until filled.



**THE HAWKINS COMPANY**  
8939 S. Sepulveda Blvd., #110-216  
Los Angeles, CA 90045  
[www.thehawkinscompany.com](http://www.thehawkinscompany.com)

For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com) Will Hawkins at 310-592-2582, [will@thehawkinscompany.com](mailto:will@thehawkinscompany.com), or Tisa Jones at 213-309-7984, [tisa@thehawkinscompany.com](mailto:tisa@thehawkinscompany.com).

*City of Inglewood is an equal opportunity employer, values workforce diversity and seeks to create an environment and culture that embraces employee differences. All qualified applicants are considered.*