



City Attorney

DEPARTMENT:	City Attorney's Office
REPORTS TO:	City Council
JOB CODE:	1140
BARGAINING UNIT:	Non-Bargaining
FLSA STATUS:	Exempt
DATE PREPARED:	06/03/2004
DATE MODIFIED:	05/21/2024
DATE REVIEWED:	05/21/2024
CITY VEHICLE USAGE:	Required

This position is an Essential classification and will be required to report to duty before, during, and immediately after a civil emergency.

SUMMARY

Under the general direction of the City Council, provides highly responsible, professional, managerial and administrative work providing legal advice and/or counseling and legal representation to the Mayor, City Council, City Manager, department directors and City employees in their official capacity. Also directs and provides legal counsel and advice to the various Boards and Committees as established by the City and attends their meetings, as required. Work involves drafting and reviewing all City ordinances, resolutions, deeds, easements, conveyances, and all other legal documents necessary to conduct City business. This is a City Council appointed position. This position directs the administration of the City Attorney's Office, in consultation with the City Manager, adhering to the Personnel Rules and Regulations and Collective Bargaining Agreements, as may be applicable. Facilitates the development of public trust and confidence in the City.

ESSENTIAL RESPONSIBILITIES

- Keeps the mission, vision, and values of the City of Port St. Lucie at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity by generating innovative solutions to work situations.
- Performs duties or oversees legal staff in research of legal questions, preparation of resolutions, issuance of briefs and legal documents, representation of City in various civil lawsuits and rendering of legal opinions.
- Directs and reviews work of staff counsel through conferences, inspection of documents, and evaluation of results obtained.
- Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
- Provides legal counsel for prosecution of eminent domain proceedings and other civil suits, actions, and proceedings authorized by the City Council.
- Attends all meetings and workshops of the City Council and City Boards and Committees, unless otherwise excused.
- Provides legal defense counsel in suits and actions brought against the City, except in

cases where special legal counsel is engaged.

- Works with Police Department and other City departments to enforce Florida laws and statutes within the City.
- Reviews and renders written legal opinions on matters relating to municipal government, pertinent decisions, policies, regulations, and other legal matters relating to the City.
- Advises City Council and City officials concerning transactions of business involving internal affairs and public relations.
- Interprets laws, rulings, and regulations for City Council and City officials; reviews various matters for compliance with applicable laws and ordinances.
- Prepares, reviews, and approves as to form and sufficiency, City ordinances, resolutions, deeds, and contracts.
- Provides legal assistance regarding labor disputes and employee relations matters.
- Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.
- Conducts research, interviews clients and witnesses, and handles other details in preparation for trial or adjudication.
- Represents City in court and before quasi-judicial or administrative agencies of government.
- Directs the preparation of department budget.
- Assigns work and supervises attorneys and support staff.
- Supervises outside counsel, as may be assigned.
- Collaborates with the City Manager on matters of City business and as directed by Council.
- Routinely meets with the City Council members to review and discuss projects, programs, and related legal matters impacting City government.
- Performs the duties of the City Attorney as described in the City of Port St. Lucie Code of Ordinances.
- Routinely monitors and stays abreast of Federal and State legislation and case law affecting local government issues.
- Routinely apprises the City Council and the City Manager as to the status and progress of pending matters.
- Member of the City's core Emergency Operations Team and shall be required to report to the Emergency Operations Center (EOC) when activated.
- Adheres to the terms and conditions outlined in the Personnel Rules and Regulations.
- Adheres to the terms and conditions of the Collective Bargaining Agreement(s), as may be applicable.
- Other duties and tasks as may be assigned by the City Council.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Juris Doctorate (J.D.) from a law school accredited by the American Bar Association required. Minimum of nine to twelve years of progressively responsible legal experience, with at least five (5) years in government law and civil practice required. A minimum of five (5) years supervising other attorneys required. Experience in at least one or more of the following specialties is paramount to the proper functioning of the Office: Civil or criminal trials or administrative

hearings; code enforcement; environmental and land use; public contracts; public purchasing; public finance; real estate; and labor and employment law.

CERTIFICATES, LICENSES, REGISTRATIONS

Membership in good standing with The Florida Bar required. Board Certification as a Specialist in City, County & Local Government Law, or another relevant practice area, preferred. Valid Florida Driver's License and maintenance of clean driving record required.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of constitutional and statutory law of the United States and the State of Florida as related to City Government.
- Extensive knowledge of City operations and administration, judicial procedures and the rules of evidence, principles, methods, materials and practices of legal research.
- Knowledge of established precedent and sources of legal reference applicable to municipal activities.
- Knowledge of Florida Criminal Laws and Rules of Criminal Procedure.
- Knowledge of Florida Juvenile law and procedures.
- Knowledge of State statutes, local ordinances and office regulations governing search and seizure of property, arrest, and admissibility of evidence.
- Knowledge of law enforcement methods and procedures.
- Knowledge of Forfeiture Laws in order to prepare documents, reports, correspondence etc.
- Knowledge of criminal justice, social services and community agencies and their relationship to law enforcement practices.
- Knowledge of Real Estate laws and eminent domain proceedings.
- Knowledge of Florida's Sunshine and Ethics laws.
- Ability to analyze legal issues, facts, evidence, and precedents in complex cases to present such materials effectively in oral and written form, prepare complex contracts and other legal instruments and court presentations.
- Proficient in the operation of a computer and conducting computer-based legal research and drafting of legal opinions.
- Familiarity with the geography of the City and its physical and social characteristics.
- Ability to respond to training programs designed to develop proficiencies in work areas.
- Ability to effectively supervise staff.
- Ability to communicate effectively in writing and orally.
- Ability to establish and maintain effective working relationships with the City Council, City officials, City leadership team, Court officials and personnel, the Bar, City employees, public and private entities, and the public.
- Ability to focus on the positive in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to stay centered when challenged.
- Ability to establish and maintain the trust and confidence of the department and the public.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The office environment is fast paced.