



City Attorney

REPORTS TO:	City Council
PAY GRADE:	32
JOB CODE:	1140
BARGAINING UNIT:	Non-bargaining
FLSA STATUS:	Exempt
DATE PREPARED:	06/03/04
DATE MODIFIED:	04/21/16
CITY VEHICLE USAGE:	May be required

This position is an Essential classification and will require you to report to duty before, during and after a civil emergency.

SUMMARY

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 Commissions as established by the City and attends their meetings when requested. Work involves drafting and reviewing all City ordinances, resolutions, deeds, easements, conveyances, and all other legal documents necessary to conduct City business. This is an appointed position by the City Council. This position directs the administration of the City Attorney's Office.

ESSENTIAL RESPONSIBILITIES

- 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 meetings of the City Council and certain other City boards.
- 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 and supervises attorneys and support staff.

Supervisory Responsibilities

Manages subordinate supervisors who supervise employees in the department. Responsible for the overall direction, coordination, and evaluation of unit. Also directly supervises non-supervisory employees. 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.

A Bachelor's degree from an accredited college of law and a Juris Doctorate degree (J.D.). Twelve + years of progressively responsible legal experience, with at least five (5) years in government law. Experience in one or more of the following is important 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 employment law. Must be a member in "good standing" with The Florida Bar. Valid Florida Driver's License and maintenance of clean driving record.

- 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.
- Skill in the operation of a computer and conducting computer-based legal research.
- Ability to learn 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 supervise staff.
- Ability to communicate effectively in writing and orally.
- Ability to establish and maintain effective working relationships with the City Council, City officials 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 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.