

**MAJOR FUNCTION**

This is a responsible executive management position leading and directing the operations of the City Attorney's Office which includes acting as the chief legal advisor and attorney for the City, its elected and appointed officials, and executive and senior management relating to their official duties. The City Attorney is responsible for formulating the program for all legal activities of the City including drafting, reviewing, and approving all City contracts, bonds, ordinances, resolutions, deeds, easements, conveyances, and all other legal documents necessary to conduct City business, as well as providing legal advice and representation to all areas of the City. The City Attorney serves at the will of, and reports to, the City Commission and is expected to exercise considerable initiative and independent professional judgement.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, organizes, and controls the activities and program functions of the City Attorney's Office which represent a wide variety of professional practice areas. Establishes, interprets, implements, and monitors the City Attorney's Office operating policies and administrative procedures to ensure compliance with all applicable state and federal regulations. Appoints, assigns, directs, and evaluates subordinate legal and administrative staff. Engages and is responsible for all legal counsel hired to legally represent the interests of the City, all of whom shall report directly or indirectly to the City Attorney. Oversees the development and administration of the City Attorney's Office budget. Prepares for and attends all meetings of the City Commission, its agencies, boards, and committees. Protects the legal interest of the City in the conduct of its day-to-day business. Stays current with court decisions, administrative decisions, legislation, and problems relevant to local government and related matters. Provides legal advice and counsel to the City Commission and Commissioners regarding their official duties, Appointed Officials, City departments, and City boards and committees. Prosecutes and defends all suits, complaints, and controversies for and on behalf of the City, including, but not limited to, challenges to City ordinances, document approvals, employment actions, civil rights actions, torts, tax liability issues, the foreclosure of City liens and mortgages and the prosecution of municipal ordinances. Evaluates claims made against the City and advises management or the City Commission on the advisability of settling cases and claims through negotiations and mediation. Evaluates the facts of specific cases or assignments, conducts legal research, provides legal opinions and memoranda, and renders legal advice and assistance. Prepares ordinances and resolutions to be approved by the City Commission. Reviews drafts and publishes public notices and official documents and codifies City ordinances and reviews amendments to the City Code and Charter. Prepares, reviews, and approves contracts, leases, bid documents, resolutions, ordinances, land purchases, and other documents. Prepares timely reports as per City Commission requests. Performs related work as required. Considerable knowledge of the principles of supervision, training, and performance evaluation.

**Other Important Duties:**

Stays current with court decisions, administrative decisions, legislation, and problems relevant to local government and related matters.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of legal principles and concepts as they apply to government law. Thorough knowledge of local government structure and organizational functions. Thorough knowledge of City Charter, City Codes, and ordinances. Thorough knowledge of federal and state laws and regulations pertaining to municipal government. Thorough knowledge of State Sunshine and Public Records law requirements. Thorough knowledge of judicial procedures and of the rules of evidence. Ability to do

legal research. Ability to analyze, evaluate and organize facts, evidence, and legal procedures and to present information orally and in writing in a logical form. Ability to negotiate effectively. Ability to prepare ordinances, resolutions, legal documents, and render legal opinions. Ability to communicate clearly and concisely, both orally and in writing. Ability to deal tactfully with and to establish and maintain effective working relationships with other officials and employees of the City, county, state and federal governments and the general public. Ability to maintain confidentiality as required by the Florida Bar Rules of Professional Responsibility. Ability to supervise and monitor the work of external attorneys. Ability to supervise and motivate subordinate professional and administrative staff in a manner conducive to high performance and morale.

Minimum Training and Experience

Possession of a Juris Doctorate degree, licensed to practice law in Florida, and eight (8) years of professional legal experience, with at least four (4) years of experience in the areas of public sector or local governmental law. A comparable amount of education, training or experience may be substituted for the minimum qualifications.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

Prohibition: The City Attorney shall not be permitted to practice law except on behalf of the City or engage in any other gainful employment without the express consent of the City Commission.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 10-15-84  
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