

**MAJOR FUNCTION**

This is responsible managerial, professional and administrative work providing legal counseling and legal representation to the City Commission and administrative staff and directing and formulating the program for all legal activities of the City. The work involves drafting and reviewing all City ordinances, resolutions, deeds, easements, conveyances, and all other legal documents necessary to conduct City business. The employee is appointed by and directly responsible to the City Commission.

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

Assigns, directs, and evaluates subordinate professional, and clerical personnel. Prepares for and attends all City Commission meetings of any kind. Oversees the handling of all dealings with and for City Commissioners, including responses to Commission requests for research or assistance of any kind. Attends and provides representation for all City Manager's Office staff meetings and special project meetings of any kind that involve work with the City Manager's Office; and provides consultation and advice for all of the City Manager's other departmental work of a usual nature. Reviews drafts and publishes public notices and official documents and codifies City ordinances and reviews amendments to the City Code and Charter. Supervises the Deputy City Attorney. Prepares and reviews contract executions, leases, bid documents, resolutions, ordinances, land purchases, and other documents. Responsible for all counsel hired by the City that will report directly or indirectly to the City Attorney, and assumes full responsibility for the monitoring and supervision of their services to the City. Prepares timely reports as per City Commission requests. Performs related work as required.

**Other Important Duties:**

Studies and keeps abreast of court decisions, administrative decisions, legislation and problems pertaining to local government laws and matters relating thereto. Perform related work as required.

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

Thorough knowledge of government law. Thorough knowledge of local government structure and organizational functions. Thorough knowledge of City Charter, City Codes, and ordinances. Thorough knowledge of 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. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to do legal research. Ability to communicate clearly and concisely, both orally and in writing. Ability to supervise and monitor the work of external attorneys. Ability to establish and maintain effective working relationships. Ability to supervise and motivate subordinate professional and clerical staff in a manner conducive to high performance and morale. Skill in the use of computers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a Juris Doctorate degree, membership in the Florida Bar, and eight years of experience in the practice of municipal government related law or comparable area of law.

**Necessary Special Requirements**

Must be licensed to practice law in the State of Florida.

Must possess a valid Class E Florida State driver's license within 30 days of establishing residency in the State of Florida.

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

Revised: 04-05-89

05-24-94

07-22-94

09-30-06

05-14-09

11-01-17

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