

**MAJOR FUNCTION**

This is responsible professional, administrative and managerial work serving as principal assistant to the City Attorney. The incumbent assists the City Attorney in formulating all legal activities of the City and provides legal advice, counsel, and representation for the City both directly and through assigning legal work to other in-house and outside counsel that are under the Deputy City Attorney's management. The incumbent is accountable for the financial and operational results of the City Attorney's Office. Work is performed under the executive direction of the City Attorney who outlines broad areas of responsibility.

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

Manages assigned staff in a fashion that establishes cooperation, coordination of effort, efficient use of resources and a service orientation to customers as operational standards. Manages and provides direction to the Senior Assistant City Attorneys handling assigned areas of law for the City. Assists the City Attorney in the strategic planning process to establish future direction for the City Attorney's Office. Provides legal advice, counsel, and representation for the City, both directly and through assigning legal work to other in-house and outside counsel. Consults with and advises department directors on legal and potential legal problems, legal issues that arise and ongoing issues, such as labor agreements. Works closely with City Commissioners on issues and projects, as assigned by the City Attorney. Participates actively with the Executive Team to provide a citywide proactive, preventive legal planning and strategic effort to ensure that the City Commission's goals are implemented. Represents the City Attorney at various meetings including inter-departmental meetings, intergovernmental activities, civic groups, and gatherings of concerned citizens. Assists the City Attorney in carrying out relations with other governmental bodies. Handles the more acute problems brought to the attention of the City Attorney's Office by those who have exhausted normal channels or who prefer to take their problems directly to the City Attorney. Conducts independent research on assigned topics and prepares reports for the City Attorney and City Commission. Prepares for and attends all City Commission meetings of any kind in the absence of the City Attorney. Assesses and monitors work load, administrative and support systems, and internal reporting relationships within the City Attorney's Office; identifies opportunities for improvement; directs and implements changes. Recommends the hire, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Oversees and monitors all public records requests for any legal impacts. Performs related work as required.

**Other Important Duties**

Performs designated powers and duties of the City Attorney, as authorized. Occasionally prepares and defends cases for the City, including all aspects of discovery, trial or hearing, and appeals. Serves as acting City, Attorney when designated. Works with Assistant City Managers to ensure City departments are in compliance with the City's equal employment opportunity requirements, and related federal and state laws. Studies and keeps abreast of court decisions, administrative decisions, legislation and problems pertaining to local government laws and matters relating thereto. Administers the department's administrative, operational, and budgetary affairs. Coordinates the preparation of the department's budget. Performs 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 the 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. Thorough knowledge of current management and leadership principles. Thorough knowledge of sources of information related to problems of local government. Thorough knowledge of modern business management and the principles and practices of public administration. Through knowledge of financial planning and management principles and practices. Thorough knowledge of City programs, policies and departments. Thorough knowledge of the principles of supervision, training and performance measurement evaluation. Ability to write clear and concise reports, memoranda, directives, speeches, and letters. Ability to develop and maintain effective working relationships with department directors, the general public, elected officials, supervisors, and subordinates. Ability to communicate effectively. Ability to provide effective management and leadership skills in the direction of managing attorneys, Assistant City Attorneys, and professional staff while using a participative and team decision-making model. Ability to do legal research. Demonstrates skills in delegating responsibility and authority to managing attorneys and outside counsel, while maintaining control through accountability. Possesses management style and values that are consistent with the City's mission and values. Demonstrates a high level of ethical standards and professionalism. Demonstrates a commitment to continuous personal growth and development of leadership skills. 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 six years of professional paid legal experience in local government. Three years of the required experience must have included supervising attorneys and other legal professionals.

Necessary Special Requirements

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

Possession of a valid Class E State driver's license.

Prohibition: The Deputy 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 Attorney.

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: 09-30-06  
Revised: 05-14-09  
12-07-12  
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