

**MAJOR FUNCTION**

This is very responsible professional and supervisory work providing legal advice, counsel, and representation to the City. Under direction of the Deputy City Attorney, the incumbent advises elected, appointed, executive and senior management personnel on matters of legal content, including various highly complex legal matters. Duties include representing the City in civil lawsuits, preparing and presenting cases in appellate courts, and managing a specific legal team in the City Attorney's Office that may be made up of assistant attorneys, paraprofessionals and secretarial employees. Work is performed under the general direction of the Deputy City Attorney and is reviewed through conferences, analysis of records, and by results achieved.

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

Manages a specific legal team that may be made up of assistant attorneys, paraprofessionals and secretarial employees. Management and supervision of the legal team may be a permanent assignment or related to a specific legal matter for the duration of the case. Assigns, directs, and coaches assigned staff and presents their issues and concerns to Deputy City Attorney. Advises department directors and employees on legal questions; prepares legal opinions and memoranda, gathers facts, checks investigation reports, reviews files and answers correspondence. Prepares legal opinions, ordinances, resolutions, contracts, leases, and memoranda, as assigned by the Deputy City Attorney. May serve as the City Attorney's designated City-wide liaison responsible for managing and coordinating all City ethics, public records, and open meeting matters. Negotiates terms and conditions of agreements and drafts written contracts. Participates in preparation of assigned State and Federal cases for trial; takes depositions, prepares briefs and pleadings, supervises necessary investigations, tries cases, and appeals adverse judgments to higher courts when authorized by City Commission. Attends City Commission and board meetings as assigned. Drafts and presents legislative bills to local delegation. May represent the City Attorney in the Deputy City Attorney's absence. Recommends the hiring, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Explains and interprets ordinances and status of various cases to the general public. Reviews and makes recommendations on the legal team's administrative, operational and budgetary affairs. Performs related work as required.

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

Thorough knowledge of City ordinances and charter provisions, and of state, federal, and constitutional law. Thorough knowledge of judicial procedures, rules of evidence, and methods of research. Thorough knowledge of established precedents and sources of legal reference applicable to municipal activities. Ability to prepare and try civil law cases before county, state, and federal courts. Ability to interpret and apply legal principles and precedents in resolving complex legal problems. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to research, analyze, and prepare a wide variety of complex legal documents. Ability to train and supervise the work of professional, paraprofessional, administrative and secretarial employees, delegate work assignments, and review the work of the staff. Skill in conducting research on complex legal issues and preparing sound legal opinions. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from an accredited college of law and five years of professional paid attorney legal experience, four years of which must have been in local government law or in areas of law relating to or involving local government law issues.

Necessary Special Requirements

Membership in the Florida Bar at the time of application.

Possession of a valid class E State driver's license at the time of appointment.

Prohibition

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.

Established: 07-01-92

Revised: 07-22-94

04-26-04\*

09-30-06

01-17-13

03-18-13