

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CITY ATTORNEY (Job Code 205).

GENERAL STATEMENT OF JOB

Under legislative authority, the City Attorney is the chief legal advisor to, and attorney for, the City and its elected and appointed officers. The City Attorney is appointed by and serves at the pleasure of the City Commission. The City Attorney has overall responsibility for the Office of the City Attorney and is expected to exercise considerable initiative and independent professional judgment in all legal matters affecting City government.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Provides legal counsel to the City Commission, all charter officers, and all City departments, City boards, committees, and employees generally in their official duties.

Recommends policy or procedure changes and coordinates implementation strategies in compliance with the law.

Prepares ordinances, resolutions, policy regulations, and procedures to be adopted by the City Commission.

Advises the City Commission and all Charter Officers through review of organizational goals and objectives as they relate to current laws and judicial decisions.

Retains special counsel on behalf of the City as authorized by policy or the City Commission.

Plans, organizes, administers, directs, and supervises the activities of the Office of the City Attorney.

Serves on the City's negotiation team for the City in union/ labor contracts negotiations.

Acts as labor counsel for the City.

Develops the annual departmental budget.

Attends meetings of the City Commission, its agencies, boards, and committees, as appropriate.

Participates in and attends professional organizations and seminars to expand proficiency in law and practice.

Prosecutes and defends all suits, complaints, and controversies for and on behalf of the City including: challenges to City ordinances; development approvals; employment actions; civil rights actions; torts; tax

liability issues; the foreclosure of City liens and mortgages; and the prosecution of municipal ordinances; or ensures the City is properly represented by outside counsel.

Evaluates claims made against the City and advises management or the City Commission on recommended plan of action to address cases and claims.

Approves the form of all contracts, deeds, bonds, charters, ordinances, and formal resolutions.
Conducts legal research, provides legal opinions, and memoranda and renders legal advice and assistance, including advice as to ethics for public officials.

Interprets and applies state and federal statutory law, case law, the City Charter and Code of Ordinances;

Negotiates, drafts and reviews contracts, bonds and other legal instruments for approval of form and legality.

Reviews agenda backup for City Commission meeting.

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

Performs other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited college of law plus a license to practice law in the State of Florida is required. At least ten (10) years of progressively responsible legal experience with an emphasis in municipal and civil law is needed. Florida municipal experience and knowledge of the Broward County Elected Official Code of Ethics is preferred. Experience in legal areas such as Appellate, Constitutional, Land Use/Zoning, Purchasing, Forfeitures, Police/ Law Enforcement, Environmental, Open/Public Records, Contracts, and Labor/Employment Law, including litigation and transactional law, is needed.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and/or city administration operations that range from moderate to complex levels.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to apply principles of rational and influence systems and principles of conceptual thinking.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to provide oral presentations to large groups of people.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Current literature, laws, regulations, and developments, as well as various agencies, that impact municipal legal activities.

Knowledge of current principles and practices of public legal practice program development and administration, tort law and liability insurance litigation.

Knowledge of judicial procedures and rules of evidence, methods of legal research; established precedents applicable to municipal activities.

Knowledge of principles and applications of civil, criminal and administrative law; pertinent laws relating to zoning, subdivision of land, redevelopment, eminent domain, conflicts of interest, public records and labor law.

Knowledge of principles and practices of human resources management, supervision, and training.

Knowledge of public relations practices and techniques.

Knowledge of research methods and report writing techniques; advanced statistical analysis techniques.

Skilled in advanced use of modern information technology equipment, software, and applications.

Ability to lead, administer, and oversee a large city attorney's office; meet critical deadlines; make decisions under pressure; analyze complex legal issues and develop, recommend, and implement solutions.

Ability to organize, interpret and apply legal principles and knowledge of complex legal problems; effectively apply legal knowledge and principles in court; present statements of law, facts and arguments clearly and logically.

Ability to analyze and interpret a wide variety of legal documents; prepare and present difficult and complex matters before the appellate courts and administrative tribunals.

Ability to conduct research on complex legal issues and prepare and sound legal opinions.

Ability to supervise subordinate personnel, including managers, supervisors, and professional staff, in performing complex legal-related duties.

Ability to read and interpret laws and regulations impacting municipal city attorney activities.

Ability to establish effective working relationships with public officials, public/private agencies, the general public, and others on a variety of issues.

Ability to prepare and present complex narrative, financial, and statistical reports, correspondence, and other documents.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date