

**CITY OF GAINESVILLE
JOB DESCRIPTION**

TITLE DESCRIPTION: CITY ATTORNEY
TITLE CODE: 1015
FLSA EXEMPTION STATUS: EXEMPT
CREATION DATE: 02/23/2012
REVISION DATES: 03/07/2012
APPROVED BY: /S/LYNN McCLARY, ASSISTANT HUMAN RESOURCES DIRECTOR
APPROVED DATE: MARCH 7, 2012

SUMMARY

This is highly advanced, responsible, administrative and professional work acting as the chief legal advisor to and attorney for the City, its elected and appointed officials, Charter Officers and senior and mid-level management. The Office of the City Attorney is committed to protecting the legal interests and assets of the city, with the highest level of professionalism and ethics and dedication in serving the City of Gainesville.

The single position allocated to this classification serves at the will of the City Commission, reports to the City Commission, and works under general direction. The City Attorney is expected to exercise considerable initiative and independent professional judgment. Work in this class is distinguished from other classes by its overall responsibility for the Office of the City Attorney.

EXAMPLES OF WORK**

***This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job. Performance of lower level duties may be required.*

ESSENTIAL JOB FUNCTIONS

- Protects the legal interests of the City in the conduct of its day-to-day business.
- Provides legal counsel to the City Commission, the Charter Officers, all City departments, the Gainesville Community Redevelopment Agency, 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, development 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 mediations.
- Evaluates the facts of specific cases or assignments, conducts legal research, provides legal opinions and memoranda and renders legal advice and assistance.
- Interprets and applies state and federal law, case law, the City Charter and Code of Ordinances.
- Recommends major policy or procedure changes and coordinates intricate implementation strategies that comply with the requirements of law.
- Prepares ordinances, resolutions, policies regulations and procedures to be adopted by the City Commission and senior management, as appropriate.
- Provides guidance and advice to the City Commission, all Charter Officers, and senior management through review of organizational goals and objectives as they relate or apply to federal, state, and local laws and judicial decisions of federal and state courts, with analysis of alternative policy directions.

- Retains special counsel on behalf of the City as authorized by policy or the City Commission and monitor performance.
- Negotiates, drafts and reviews contracts, bonds and other legal instruments. Reviews all contracts, bonds and other instruments in writing in which the City is to be a party, and endorses on each approval as to form and legality.
- Plans, organizes, administers, directs, and supervises the activities of the Office of the City Attorney.
- Selects, promotes, discharges, and takes other appropriate personnel actions within the Office of the City Attorney
- Prepares, submits, and monitors annual departmental budget.
- Attends meetings of the City Commission, its agencies, boards, and committees, as appropriate.
- Stays current with court decisions, administrative decisions, legislation, and problems relevant to local government and related matters.
- Participates in professional organizations that enhance the legal profession and attends seminars that maintain and expand proficiency in law and practice.
- Responsible for enforcing the drug policy, based on physical location and organizational structure.
- Attends work on a continual and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

- Performs other related duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Below are the required education, experience, knowledge, skills and abilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Graduation from an accredited college of law and membership in The Florida Bar and eight (8) years of progressively responsible professional legal experience, of which at least five (5) years of experience shall be in the area of public sector and local government law.

CERTIFICATIONS OR LICENSES

Licenses

- Must be admitted to practice law in all Florida courts and federal courts within the City's jurisdiction.

Certifications

- None.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of legal principles and concepts and ability to apply them appropriately.
- Thorough knowledge of federal, state, and local laws and judicial decisions of federal and state courts, including regulations and their enforcement as they relate to local government and municipal utilities rights, privileges, and responsibilities.
- Thorough knowledge of local legislation pertaining to the City, and administrative law including governmental regulations and their enforcement.
- Thorough knowledge of contracts and governmental procedures for the procurement of real estate and property rights, equipment, materials and services.
- Ability to handle administrative, trial, and appellate work.
- Ability to analyze, evaluate and organize facts, evidence and legal procedures and to present information orally and in writing in a clear and logical form.
- Ability to negotiate effectively.
- Ability to prepare ordinances, legal documents and render legal opinions.
- 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 communicate effectively, both orally and in writing.
- Ability to maintain security and confidentiality.
- Ability to plan, assign, review and supervise the work others.
- Ability to handle several assignments concurrently, and prioritize effectively.
- Working knowledge of computers and relevant software.
- Ability to conduct legal research using paper and computer-based legal research tools.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

- While performing the duties of this Job, the employee is often required to lift, carry and pull up to 10 pounds.
- While performing the duties of this Job, the employee will be required to stand or sit for prolonged periods of time.

WORK ENVIRONMENT

- This position is not permitted to practice law except on behalf of the City, or engage in any other employment, without the express consent of the City Commission.
- This position requires residence within City limits within six months of appointment.
- Will be required to work and attend meetings outside regular business hours.