

**CITY OF STUART
JOB DESCRIPTION**

Title: CITY ATTORNEY
Department: City Attorney
Job Code: 2010
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under general direction of the City Commission, incumbent serves as legal advisor and counsel for the Mayor, City Commission, City Manager, department directors and employees in their official capacity. Directs and provides legal counsel and advice to the various Boards and Commissions as established by the City and attendance at their meetings when requested. Performs duties with broad latitude in decision-making and is self-directed. Work is reviewed through conferences, reports, observations and with periodic evaluations based upon achievement of specific goals and an executive and professional level of performance.

EXAMPLES OF ESSENTIAL FUNCTION

1. Provides legal counsel for prosecution of eminent domain proceedings and other civil suits, actions, and proceedings authorized by the City Commission; attends meetings of City commission and certain other City boards.
2. Provides legal defense counsel in suits and actions brought against the City, except in cases where special legal counsel is engaged.
3. Renders written legal opinions on matters relating to municipal government.
4. Reviews various matters for compliance with applicable laws and ordinances.
5. Prepares, reviews, and approves as to form and sufficiency, City ordinances, resolutions, deeds, and contracts.
6. Drafts, reviews and/or supervises the preparation and passage through the State Legislature of legislative bills affecting the City.

City Attorney - continued

7. Provides legal assistance and participates in employee relations matters and union negotiations.
8. Directs the preparation of department budget; assigns and supervises support staff.
9. Performs such other related duties and functions as may be assigned by the City Commission or City Manager.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

A Bachelor's degree from an accredited college of law, and membership in "good standing" with The Florida Bar, and a minimum of five (5) years progressively responsible experience in municipal law is required. Board Certified or the ability to become certified within 2 years. Experience in one or more of the following is important to the proper functioning of the Office: civil or criminal trials or administrative hearings, code enforcement, environmental and land use, public contracts, public purchasing, public finance, real estate, and employment law. Possession of a valid Florida Drivers License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge and understanding of judicial procedures at all judicial levels.

Knowledge and understanding of City ordinances, codes, regulations, policies, practices and accepted interpretation of same.

Knowledge of State Statutory and Constitutional law.

Knowledge and understanding of modern office practices and procedures and standard office legal equipment.

City Attorney - continued

Knowledge and understanding of the organization, functions and legal challenges of City government.

Ability to research and to compile information of a technical and complex manner.

Ability to analyze, appraise and organize the facts, evidence and precedents concerned in cases.

Ability to present complex findings effectively in oral or written reports.

Ability to represent the interest of City departments in drafting legislation or contracts.

Ability to present and argue cases in court.

Ability to analyze cases for their value as legal precedents and to determine which cases the City should appeal.

Ability to establish and maintain effective work relationships with other employees, City officials, contractors, professionals, and the general public.

Skill in the use of computers and various software programs.

Skill in supervision of staff and public and employee relations.

Skill in effectively dealing with court officials and attorneys.

C. Physical Requirements:

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting and carrying objects of moderate weight (30+ pounds); and/or the operation of vehicle, and with standard dexterity in the use of fingers, hands, limbs, or body in the operation of office equipment in which skills and eye-hand coordination are important ingredients of safe and/or productive

operations. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

F. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee