

**City Attorney** *Closes Friday 10/06/2023 11:59pm central time*

Organization: City of Pensacola

Department: Office of the City Attorney

Address: 222 W. Main St. Pensacola, FL 32502

*Pay Range: \$172,099.68 - \$283,964.47 annually dependent on knowledge and experience*

\*\*\*This executive position is exempt from Veteran's Preference according to FL Statute 110.205 (2) (j)\*\*\*

**City of Pensacola City Attorney application link:**

<https://www.governmentjobs.com/careers/pensacola/jobs/4022179/city-attorney?pagetype=jobOpportunitiesJobs>

This is highly professional and administrative work serving as City Attorney for the City of Pensacola.

The City Attorney shall serve as the chief legal adviser to, and shall represent, elected or appointed officials, boards and commissions, and employees in the course and scope of their official duties and employment, respectively. The City Attorney shall represent the City in legal proceedings and shall perform any other duties prescribed by federal and state law, by the City Charter, or by ordinance or resolution. The appointment of the City Attorney shall be in accordance with the City Charter and Code. The City Attorney will report administratively to the City Administrator and shall serve full-time in the office.

**Minimum Qualifications:**

- Law degree from an accredited law school, member in good standing of the Florida Bar, and;
- Five (5) years of experience practicing law in the State of Florida or three (3) years' experience in municipal law practice by virtue of previous employment by an incorporated municipality in the state.

**Necessary Special Requirements:**

- Must be an attorney at law in good standing in Florida and possess a license to practice law in the state of Florida.

**Examples of Work:**

- Provides competent legal representation to the City in all internal and external matters, pursuant to the requirements of the City Charter.
- Provides legal advice and assistance to the Mayor, City Council, and committees thereof, department directors and others, and boards of the city in regard to municipal affairs; provides written or verbal legal opinions as requested on a variety of matters.
- Attends all meetings of the City Council, executive sessions and work sessions, to act as legal advisor and to ensure compliance with applicable laws, rules, and regulations to include making presentations and participating in discussions as required.
- Responsible for preparing items for action at City Council meetings, to include developing and delivering formal presentations to Council.
- Selects personnel for the department, participates in the training and development of personnel, and responsible for various personnel matters (i.e., disciplinary action, etc.) in cooperation with Human Resources.
- Direct all legal aspects of the City's day-to-day operations including, compliance with Florida ethics, Sunshine meeting and public records laws, municipal elections, drafting resolutions and ordinances, litigation, contract negotiation including collective bargaining agreements, employment matters, and legal research and opinions.
- Negotiates, reviews, and/or prepares documents including, but not limited to, legal responses, contracts, briefs, memoranda, ordinances, resolutions, City and departmental policies, real estate, transactions, legal correspondence, and litigation documents.
- Conducts and/or directs complex legal research; surveys other governmental agencies to identify successful legal positions, and identifies and recommends the use of outside attorneys for specialized matters.
- Prepares resolutions, ordinances, and proposed legislation; makes recommendations concerning the repeal, amendment, and revision of existing codes, ordinances and laws; drafts and/or reviews bonds, deeds, contracts, leases, covenants, agreements, and other legal documents.
- Participates in, or leads, negotiations conducted on matters of substantial legal and financial impact to the city; plans legal strategy in litigation matters; represents the city in litigation; defends the interests of the city and its officers before courts and administrative boards; prepares pleadings, discovery documents, motions and briefs; obtains and evaluates expert testimony.
- Answers communications from the public relative to municipal ordinances and legal matters affecting the City.
- Performs other duties as assigned and/or directed.

**Knowledge, Skills and Abilities:**

- Knowledge of City, State, Federal, and common law and constitutional law affecting City government to include law issues pertaining to public employment, expressive conduct, police misconduct, and other issues affecting municipal functions.
- Knowledge of established precedents and source of legal reference as well as judicial procedures and rules of evidence as applicable to City activities.
- Knowledge of municipal finance, taxation, construction and the acquisition of goods and services, including competitive bidding and contract award procedures in accordance with the Competitive Consultants Negotiations Act.
- Knowledge of the laws of Florida, federal laws relating to employment and discrimination, common law, administrative law and regulations, and local legislation pertaining to the city; municipal administration and organization.
- Skill in conducting research on complex legal issues and preparing sound legal opinions.
- Ability to interpret and apply legal principles and precedents in resolving complex legal problems.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals.
- Ability to organize work for timely completion.
- Ability to write and speak clearly and succinctly in a variety of communication settings to include addressing public relations problems effectively, courteously and tactfully.
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Ability to plan, assign, and direct work of professional, para-professional, technical and supervisory employees in a manner that promotes full performance to include blending people into teams when necessary and fostering open dialogue and participation; set clear objectives and measures and monitor process, progress and results.
- Ability to establish and maintain effective working relationships with city officials, directors, managers and other employees, court officials and representatives of the court, and the general public.