



The City Beautiful

City of Coral Gables Job Description

Job Title: Deputy City Attorney
Department: City Attorney
Classification: 0040
Pay grade: 38E
FLSA: Exempt

Prepared Date: 01/2014
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Summary

Responsible for assisting the City Attorney in administering the duties and responsibilities of the Legal Department, including assisting the City Attorney supervise office personnel and outside counsel. Duties include providing legal advice and opinions to the City Commission, City officials, and City staff. Responsible for representing the City in court and before quasi-judicial or administrative agencies of government. Work is characterized by complexity, frequency and variety of court preparation and appearances, and heavy work volume. Work is performed with some professional independence, subject to minimal supervision of work product and general guidance as to questions of policy and priorities.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the City Attorney in performing the functions and duties of the Legal Department, including supervising personnel.

Handles legal matters as assigned by the City Attorney, including, but not limited to, moderately complex litigation and appeals.

Provides legal counsel with the City Attorney on a wide range of issues, such as those involving land use, planning and zoning, labor, code enforcement, construction regulation, sunshine law, public records, finance, utilities, police matters, general government law, policies and actions.

Prepares and reviews ordinances, resolutions, contracts, leases, and memoranda as assigned, as well as negotiates written contracts.

Represents the City before quasi-judicial and administrative boards, as needed.

Advises City officials and staff on legal questions arising in the course of carrying out their duties, including proper legal interpretation of statutes, case law, ordinances, and other regulations.

Assists City personnel in responding to public records requests to ensure the assertion of any lawful exemptions and compliance with the law.

Supervises outside counsel along with the City Attorney, helps coordinate responses to discovery, and provides reports to the City Attorney as to the progress of litigation.

Assists the City Attorney in proposing a budget and ensuring that expenses remain within budgetary limits.

Administers the City Attorney's Office law clerk program and provides reports to the City Attorney.

Monitors Federal and State legislation and case law affecting local government issues, and to assist the City Attorney in determining whether to intervene in an action or whether to submit an amicus brief.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Thorough knowledge of constitutional and statutory law of the United States and the State of Florida as related to local governments. Considerable knowledge of government operations and administration, judicial procedures and the rules of evidence, principles, methods, materials and practices of legal research. Ability to analyze legal issues, facts, evidence, and precedents in complex cases to present such materials effectively in oral and written form, prepare complex contracts and other legal instruments and court presentations. Ability to establish and maintain effective working relationships with City officials, court officials and personnel, the bar, the public, subordinates and other employees. Ability to supervise the work of others in a manner conducive to full performance and high morale. Proficient in the use of computers for purposes of research and drafting of pleadings and correspondence.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree from an accredited four year institution.

Professional Law degree (JD) from a law school accredited by the American Bar Association.

Membership in good standing in the Florida Bar.

Minimum of 8 years experience as an attorney, and at least 3 years experience representing a local government.

Code Enforcement, Litigation, and Zoning experience preferred.

Valid Florida Driver's License.