



The City Beautiful

City of Coral Gables Job Description

Job Title: Assistant City Attorney
Department: City Attorney
Classification: 0040
Pay grade: 28E
FLSA: Exempt

Prepared Date: 1/2014

Approved By:

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Summary

Under general direction of the City Attorney, or designee, performs professional legal work. Work involves professional responsibility in coordinating and administering all legal matters concerning the City of Coral Gables. Serves as advisor and consultant in the resolution of moderately complex legal matters with other legal staff and administrators when necessary. Responsible for representing the City in court and before quasi-judicial or administrative agencies of government. Supervises support staff, which may include legal assistants, paralegals, and/or other departmental personnel. 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 as legal counsel for City programs and agencies generating 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.

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

Researches and prepares written legal opinions, ordinances, resolutions, contracts, leases, and memoranda as assigned. Draft and present legislative bills to local delegations.

Negotiates terms and conditions of contracts and agreements.

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

Assists with the supervision of outside counsel, helps coordinate responses to discovery, and provides reports to the City Attorney regarding the progress of litigation.

In consultation with the City Attorney or Deputy City Attorney, provides legal advice and assistance to official municipal advisory boards and committees.

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

Monitors Federal and State legislation and case law affecting local government issues.

Attends Public hearings and meetings as assigned.

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 City Government. Considerable knowledge of City 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, copiers 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 1 year professional experience in administrative proceedings, appellate practice, or civil trial practice desired.

Land use, local government and real property practice experience desirable.

Valid Florida Driver's License.