



# CITY ATTORNEY

## CITY OF FORT LAUDERDALE

Established Date: Nov 18, 2018

Revision Date: Feb 15, 2023

### **GENERAL SUMMARY**

*The City of Fort Lauderdale employees possess a passion for public service demonstrated by a high degree of enthusiasm, self-reliance, and job proficiency. They effectively convey the vision and mission of the organization and provide excellent service and satisfaction to our internal and external customers.*

The City Attorney is a Charter Officer of the City, and serves as legal advisor to, and attorney and counselor for, the City and all of its officers in matters relating to their official duties and is responsible for prosecuting offenders against the ordinances of the City of Fort Lauderdale. The City Attorney is responsible for all legal matters related to the City of Fort Lauderdale, interacts with all City departments, and provides legal advice and direction to the City Commission, City Manager, Department Heads and other officials in the best interest of the City. The City Attorney plans, coordinates, manages, supervises, and oversees the activities and operations for administrative and or technical operations of the City Attorney's Office and heads major initiatives and special projects as directed by the City Commission.

### **ESSENTIAL JOB FUNCTIONS**

*Essential functions are the basic job duties that this Charter Officer must be able to perform, with or without reasonable accommodation. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed herein if such duties relate to the position.*

- Serves as the chief advisor to the City Commission, City Manager, employees and boards created by the City Commission
- Negotiates and drafts terms and conditions of contracts and agreements
- Participates and supervises in the preparation of cases for trial, briefs, memoranda of law, pleadings, and discovery relating thereto, and advises investigators and keeps the City Commission informed of the progress of litigation
- Participates and supervises in the preparation of appellate actions
- Responsible for representing the City in litigation, both at the trial and appellate levels, ordinance and resolution drafting, and advising various boards/committees
- Attends and presides at City Commission meetings and other meetings as assigned
- Reviews collective bargaining proposals and contracts for negotiation and provides advice on the legality of same
- Prosecutes City ordinance violations
- Prepares proposed legislation and makes recommendations to repeal or amend existing ordinances
- Directs the work for and supervises Deputy/Assistant City Attorneys, Paralegals, and Administrative Assistants as well as outside counsel

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- Supervises Deputy/Assistant City Attorneys in representing the City's interests before various city boards such as Planning & Zoning Board, Board of Adjustment, Historic Preservation Board, Special Magistrate and Code Enforcement Board and Civil Service Board
- Additional required duties as outlined in Section 4.12 of the Charter of the City of Fort Lauderdale, FL
- Exercises and performs additional duties as the Commission may deem necessary and appropriate, provided it is not inconsistent with the Charter
- Performs related work as required

## **MINIMUM JOB REQUIREMENTS**

1. Juris Doctorate from an accredited law school
2. Eight (8) or more years of increasingly responsible experience in city, county, or local government law. Florida Bar certification in city, county and local government law may substitute for three (3) years of this required experience.
3. Licensed to practice law in the State of Florida in accordance with the Florida Bar Association for a minimum of two (2) years
4. Three (3) or more years of litigation and appellate experience required
5. Three (3) or more years of experience supervising attorneys and/or legal staff required

## **Special Requirements:**

**Essential Employees:** The City Attorney is a member of the Policy Group operating at the Emergency Operations Center (EOC) when activated. If unable to be present in the EOC, the City Attorney is expected to assign a designee.

## **WORKING ENVIRONMENT:**

<b>Work Environment</b>	<b>Frequency Working in Designated Environment</b>
Office or similar indoor environment	Frequently or Often
Outdoor environment	Seldom or Never
Street environment (near moving traffic)	Seldom or Never
Construction site	Seldom or Never
Confined Space	Seldom or Never
In the community (homes, businesses, etc.)	Seldom or Never
Lab	Seldom or Never
Warehouse environment	Seldom or Never

## **PHYSICAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The position is generally sedentary. Employees sit most of the time, but may walk or stand for brief periods of time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## **SUPPLEMENTAL INFORMATION**

Established Date: 11/18/2018      Revised Date: 2/15/2023  
Management Category: 1      Classification Level: Charter Office  
FLSA: Exempt      Classification Status: Non-Classified  
EEO Code: 1-Official/Admin

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The City of Fort Lauderdale is **AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AFFIRMATIVE ACTION EMPLOYER**. All applicants receive consideration for employment without regard to race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law (except as limited by Personnel Rules, Collective Bargaining Agreements, or bona fide occupational qualifications).

In compliance with the **Drug-Free Workplace** Act of 1988, the City of Fort Lauderdale is committed to providing a safe, quality-oriented and productive work environment consistent with the standards of the community in which it serves. Alcohol and drug abuse poses a threat to the health and safety of City's community builders and to the security of the City's equipment and facilities. For these reasons, the City is committed to the elimination of drug and alcohol use and abuse in the workplace.

**Title I of the Americans with Disabilities Act (ADA)** protects qualified individuals with disabilities from employment discrimination. Under the ADA, a person has a disability if he has a physical or mental impairment that substantially limits a major life activity. The physical demands described within the job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the ADA, the City of Fort Lauderdale will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

### **EMPLOYEE ACKNOWLEDGEMENT**

- I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodations.
- I have also read and understand the EEO, Drug-Free Workplace, and ADA statements. I have been given an opportunity to ask questions, and was informed where to access the related policies.

Please sign, date and present this receipt and acknowledgment form to the Human Resources Department. This receipt and acknowledgment form will be kept in your personnel file.

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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