

**Title:** City Attorney  
**PG:** PB1  
**Status:** Non-Civil Service  
**Position Reports to:** City Commission  
**Department:** City Attorney's Office

**Class Code:** 1051  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is highly responsible, professional and administrative work involving legal counseling, and legal representation for the City Commission, administrative staff, and directing and formulating the program for all legal activities of the City. The work involves drafting and reviewing all City Ordinances, Resolutions, deeds, easements, conveyances and all other legal documents for City business. The employee is appointed by and is directly responsible to the City Commission.

**ESSENTIAL FUNCTIONS:**

1. Attends City Commission meetings (regular, land use, special and workshop).
2. Meets with management staff, appointed officials and attorneys hired by the City.
3. Meets with individual citizens regarding problems with City.
4. Prepares and reviews agenda materials, contracts and other documents.
5. Responds to telephone calls from City Commission, management and citizens.
6. Investigates complaints by or against the City; prepares cases for trial; tries cases before County, State and Federal Courts.
7. Responsible for all counsel hired by the City that will report directly to the City Attorney who shall assume full responsibility for the monitoring and supervision of their services to the City.
8. Attends miscellaneous public meetings (Planning & Zoning Board, Advisory Committees, etc.).
9. Evaluates settlement opportunities in litigation.
10. Prepares and administers the Legal Department's budget.
11. Prepares Ordinances and Resolutions.

**ADDITIONAL RESPONSIBILITIES:**

1. Supervises and motivates subordinate professional and clerical staff in a manner conducive to high performance and morale.
2. Participates in continuing legal education programs and seminars to improve skills and broaden the attorney's experience and ability.
3. Maintains effective working relationships as necessitated by work.
4. Prepares proposed bills and amendments for enactment by the State Legislature regarding matters of interest to the City; attends legislative sessions to represent and promote the interest of the City before State committees and elected representatives.
5. Plans, organizes, directs and reviews the operations and activities of the City's Office of Legal Affairs.
6. Studies and keeps abreast of court decisions, administrative decisions, legislation and problems pertaining to local government laws and matters relating thereto.
7. Performs related work as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of the City of Lakeland's Ordinances and Charter provisions, and of State, Federal and Constitutional Law.
2. Extensive knowledge of judicial procedures, rules of evidence and methods of legal research.
3. Extensive knowledge of established precedents and sources of legal reference applicable to municipal activities.
4. Extensive knowledge of administrative and personnel law as they relate to the City of Lakeland.
5. Skill in conducting research on complex legal problems and prepare sound legal opinions.
6. Ability to communicate clearly and concisely, orally and in writing.

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7. Ability to establish and maintain effective working relationships with public officials, management staff, subordinates and the general public.
8. Ability to interpret and apply legal principles and precedents in resolving complex legal problems.
9. Ability to prepare and try civil law cases before County, State and Federal Courts.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Law Degree, J.D. or L.L.B., from an accredited college of law and membership in the Florida Bar.
2. Admission to practice before the U.S. District Court, Middle District Court of Florida and U.S. Court of Appeals.
3. Minimum of five (5) years progressively responsible legal experience in local government.
4. Completion of Certified Public Manager (CPM) or within completion within three (3) years.

**SPECIAL REQUIREMENTS:**

1. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.