



Town Attorney
EEO Class Code: Professionals
Union Status: Unclassified
FLSA Code: Exempt

The Town of Pembroke Park

Job Description

Department: Legal

Supervises: None

Position Reports To: Town Mayor, Vice Mayor, and commissioners (Town Commission)

Sworn: No

Job Specifications

NATURE OF WORK

The Town of Pembroke Park operates under a Commission Form of Government, with the Town Commission serving as the governing body of the Town. The Town Attorney performs professional work rendering legal services to the Town; serves as chief legal advisor, attorney, and counsel for the Town, as well as all officers, and departments in matters relating to their official duties. The Town Attorney will advise the Town on matters related to ethics, personnel, ordinances, contracts, land use, taxes, and finance. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity, and quality of activities performed within divisions.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Town Attorney include, but are not limited to:

- Provides legal services to a directorate and to major boards and commissions, personally advising the heads of such groups on legal matters. Also, provides legal counsel to other Town staff as requested.
- Manages, supervises, and reviews the work of attorneys and legal support staff, as well as managing the office budget, support contracts, etc.
- Attends Town Commission meetings and other meetings as directed by the Commission. Some meetings may occur outside of normal business hours.

- Attends meetings of boards and commissions of the Town and renders on-the-spot legal advice.
- Drafts ordinances, resolutions, contracts, deeds, leases, releases, franchises, and other complicated legal documents on behalf of the Town.
- Prosecutes and defends suits, actions, and proceedings for and on behalf of the Town.
- Processes, defends, and litigates claims against the Town.
- Prepares cases for trial, interviewing witnesses, examining law and evidence, advises Town Commission.
- Represents the Town in complex trial and appellate litigation.
- Researches, interprets, and applies laws, court decisions, and other legal authority in the preparation of opinions and briefs.
- Analyzes legislation including proposed state and federal legislation affecting the Town.
- Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance, and claims. Serves the Town's interests in various contract negotiations. Consults with bond counsel on various matters and issuances.
- Conducts title searches, certifies titles and handles closings.
- Renders legal advice on complex matters daily to division heads, departments and agencies of the Town, Town Commission, including Human Resources.
- Performs other duties that may be required by ordinance, resolution, or Town Commission

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be skilled in legal research to provide advice in a wide range of topics with current law.
- Strong & effective communicator, able to communicate clearly with consistency of information with the ability to present clearly and explain complex information, ideas, plans, contracts, and any other legal document pertaining or in relation to the Town.
- Highly skilled in problem-solving with the ability to formulate quick solutions and address issues promptly.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to establish and maintain working relationships with employees, officials, other agencies, and the public.
- Familiarity with the general municipal, State and Federal law affecting Town government, Town Ordinance, particularly those relating to the authority and the functions of the general law cities.
- Ability to handle complex trial and appellate litigation and demonstrated skill in legal drafting.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics.

MINIMUM REQUIREMENTS

- Law degree; progressively responsible experience and/or training in the practice of law; preferably municipal law and administrative experience.
- Ten (10) years of experience in the practice of law for local government with minimum of (5) years practiced in Florida.
- Employment requires licensure in the state of Florida.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

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

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- Position is required to work extended hours on evenings and weekends to attend regular Commission meetings, Town events, emergency disasters, and other Town related events.