



# ISLAMORADA, VILLAGE OF ISLANDS

## Position Description

**Position Title:** Village Attorney (Charter Officer)

**Department:** Village Attorney

**Reports To:** Village Council

**Position Status:** Exempt (Pay Grade: 20)

### **General Functions:**

This is highly professional and administrative work serving as Village Attorney for the Islamorada, Village of Islands. The Village Attorney shall serve as the chief legal adviser to, and shall represent, elected or appointed officials, boards and commissions, and employees in the course and scope of their official duties or employment, respectively. The Village Attorney shall represent the Village in legal proceedings and shall perform any other duties prescribed by State law, by this Charter, or by ordinance or resolution.

### **Illustrative Tasks:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Provides competent legal representation to the Village in all internal and external matters, pursuant to the requirements of the Village Charter.
- Provides legal advice and assistance to the Mayor, Village Council, and committees thereof, department directors and others, and boards of the Village in regard to municipal affairs; provides written or verbal legal opinions as requested on a variety of matters.
- Attends all meetings of the Village Council, executive sessions and work sessions, to act as legal advisor and to ensure compliance with applicable laws, rules, and regulations to include making presentations and participating in discussions as required.
- Responsible for preparing items for action at Village Council meetings, to include developing and delivering formal presentations to Council.
- Direct all legal aspects of the Village's day-to-day operations including, compliance with Florida ethics, Sunshine meeting and public records laws, municipal elections, drafting resolutions and ordinances, litigation, contract negotiation including collective bargaining agreements, employment matters, and legal research and opinions.
- Negotiates, reviews, and/or prepares documents including, but not limited to, legal responses, contracts, briefs, memoranda, ordinances, resolutions, Village and departmental policies, real estate, transactions, legal correspondence, and litigation documents.
- Conducts and/or directs complex legal research; surveys other governmental agencies to identify successful legal positions, and identifies and recommends the use of outside attorneys for specialized matters.

- Prepares resolutions, ordinances, and proposed legislation; makes recommendations concerning the repeal, amendment, and revision of existing codes, ordinances and laws; drafts and/or reviews bonds, deeds, contracts, leases, covenants, agreements, and other legal documents.
- Participates in, or leads, negotiations conducted on matters of substantial legal and financial impact to the Village; plans legal strategy in litigation matters; represents the Village in litigation; defends the interests of the Village and its officers before courts and administrative boards; prepares pleadings, discovery documents, motions and briefs; obtains and evaluates expert testimony.
- Answers communications from the public relative to municipal ordinances and legal matters affecting the Village.
- Performs other duties as assigned and/or directed.

**Requirements for Position:**

- Law degree from an accredited law school, member in good standing of the Florida Bar, and; Five (5) years of experience practicing law in the State of Florida or three (3)
- years' experience in municipal law practice by virtue of previous employment by an incorporated municipality in the state.
- Must be an attorney at law in good standing in Florida and possess a license to practice law in the state of Florida.
- Knowledge of Village, State, Federal, and common law and constitutional law affecting Village government to include law issues pertaining to public employment, expressive conduct, police misconduct, and other issues affecting municipal functions.
- Knowledge of established precedents and source of legal reference as well as judicial procedures and rules of evidence as applicable to Village activities.

**Physical Requirements:**

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight, ten (10) pounds. Tasks may involve extended periods of time at a keyboard or work station.

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Work Environment:**

Essential functions are regularly performed without exposure to adverse environmental conditions.