

DEPUTY CITY ATTORNEY**SUMMARY:**

Under general direction, assists the City Attorney in the administration of the City Attorney's office and provision of legal services to the City, including the Mayor, City Commission, City departments, and all City agencies, Boards and Committees; performs other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Directs and supervises legal services provided to the City, including staff attorneys and outside counsel.
2. Supervises, negotiates and drafts complex transactions documents.
3. Strategize and defends the City in complex litigation through appeals.
4. Advises Mayor and City Commission and Boards.
5. Supervises assistant attorneys and staff.
6. Drafts resolutions, ordinances and documents.
7. Serves as Legal Advisor to assigned boards.
8. Attends City Commission, and other meetings (internal and external) as Deputy legal advisor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, statutes, rules, regulations, ordinances, codes related to the full range of City government operations and legal issues.
- Knowledge of research of complex legal issues.
- Knowledge of management and administration methods, practices and procedures.
- Knowledge of general office equipment, computer hardware and software.
- Knowledge of customer service and public relations methods, practices and procedures.
- Knowledge of budget development and administration.
- Skill in litigating matters related to regulatory, land use, employment, contractual and transactions.
- Skill in utilizing a high degree of verbal and written communication in the presentation of information to a wide variety of audiences.
- Skill in negotiation and consensus development.
- Skill in delegating, assigning, reviewing and evaluating work.
- Skill in utilizing customer service and public relations techniques in responding to inquiries and complaints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Juris Doctorate and member of the Florida Bar with five (5) years of progressively responsible legal experience, including two (2) years in government practice and one (1) year of supervisory experience, or equivalent experience. A valid Florida driver's license is required.