

MAJOR FUNCTION

This is responsible professional work providing legal services to the City of Tallahassee-Leon County Blueprint 2000 Intergovernmental Agency. The incumbent works independently in assisting the Executive Director-Blueprint 2000 and performs the complex responsibilities of legal counsel for the Agency. The incumbent provides legal advice and assistance to the Blueprint staff, consultants and the Board of Directors, as well. Other duties include researching legal questions, preparing resolutions, issuing briefs and legal documents, acting as liaison with the City Attorney, County Attorney, Florida Department of Transportation Legal offices and the Agency's General Counsel, and rendering legal opinions. The incumbent may represent the Agency in Federal and State courts. Work is performed under the direction of the Executive Director with technical advice and oversight provided by the City and County Attorneys.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Represents the Agency in real estate transactions associated with the acquisition of right of way or other real estate projects through negotiated settlements, voluntary sales and the exercise of eminent domain. Takes the lead role in developing, administering and awarding complex contracts and other procurement instruments for the Agency, including processing and settlement of claims and any related mediation or litigation activities. Leads in preparing Joint Participation Agreements, Memoranda of Understanding and other similar documents that reflect agreements between the Agency and other parties. Presents cases on behalf of the Agency in civil law suits and administrative hearings in Federal, State or local courts, including the management of contracted legal counsel. Participates in and advises Agency staff on a multitude of financial transactions, including but not limited to; bond sales, loans of various types and grants. Assists with the review and preparation of Agency policies, procedures and documents. Acts as the liaison with the other legal staff, including but not limited to: City of Tallahassee and Leon County, Florida Department of Transportation, Adjutant General and the Agency General Counsel. Investigates various types of claims and complaints by or against the Agency. May participate in command level planning regarding special projects. Recommends the hiring, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work, as required.

Other Important Duties

Attends Commission, Board and other public meetings, as required. Develops, prepares and presents agenda items to the Agency Board of Directors, as required. Makes presentations to civic and professional groups on the Blueprint program. Performs related work, as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of municipal, county, state, federal, common law, and constitutional laws affecting local municipalities. Considerable knowledge of Florida and Federal eminent domain laws and procedures. Considerable knowledge of policies and procedures of the Florida Department of Transportation and the Federal Highway Administration. Considerable knowledge of the operation of boards comprised of public officials, including Florida Government in the Sunshine Law, Public Records Request, Roberts Rules of Order and Parliamentary Procedure for the conduct of public meetings. Considerable knowledge of established precedents and sources of legal reference applicable to local government activities. Considerable knowledge of civil laws and judicial procedures related to government procurement and procurement methodologies. Ability to prepare and advocate civil law cases. Ability to prepare or review various real estate documents required for the acquisition of property via the use of eminent domain powers. Ability to analyze and prepare a variety of legal

documents. Ability to conduct research on legal problems and to prepare legal opinions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from a college of law with four years of professional paid legal experience, three years of which must have been in local or state government law or an area of law relating to or involving government law issues, with an emphasis on right of way acquisition via the use of eminent domain powers.

Necessary Special Requirements

Membership in The Florida Bar at the time of application.

Possession of a valid class "E" State driver's license at the time of appointment.

Prohibition

Shall not be permitted to practice law except on behalf of the Agency, or engage in any other gainful employment without the express consent of the Agency's Executive Director.

Special Conditions

This is a time limited position terminating in 2019 with the expiration of the Optional Local Sales Tax. However it may be extended, should the sales tax be extended. Incumbent may participate in either the City of Tallahassee benefit plan, including the City of Tallahassee Retirement plan or the Leon County benefit program, including the Florida Retirement System. Holidays will be consistent with the City of Tallahassee benefit plan.

Established: 06-30-06