



City of Jacksonville Beach, Florida City Attorney



THE CITY OF JACKSONVILLE BEACH INVITES YOUR INTEREST IN THE POSITION OF

CITY ATTORNEY

OPENING JUNE 7, 2019
CLOSING JULY 7, 2019

The Community

Jacksonville Beach is located on the Atlantic Ocean, east of Jacksonville, Florida. Bordered by the City of Neptune Beach to the north and Ponte Vedra Beach to the south, the Intra-Coastal Waterway to the west and the Atlantic Ocean to the east, the City occupies 8.06 square miles with a population of 23,500. Due to its world-class beaches, recreational activities and available parking, Jacksonville Beach is the primary beach for the Jacksonville metropolitan area and the population of the City can swell on weekends and holidays.

The City has an annual operating budget of \$164 million, 422 employees and offers the full range of municipal services including an electrical utility that provides services to the City, Neptune Beach and a portion of St. Johns County. The City also offers an array of recreational activities,

including several parks, a golf course and skate park.

The City of Jacksonville Beach is ICMA recognized since 1938. Policymaking and legislative authority rests with a seven-member City Council consisting of a Mayor, three council members elected at-large, and three Council members elected by district for staggered four-year terms. The City Attorney is appointed by and reports to the City Council.

The Office of the City Attorney

In the past the City has contracted out its legal services. However, the City Council recognizes the need for a full time in-house City Attorney. The City Attorney and City Manager are the only two positions that are appointed by the City Council. A strong working relationship between the City Manager and the City Attorney is critical for

successful City operations. One of the first tasks for this position will be establishing the Office of the City Attorney within the City's organizational structure.

This position is a full time position and is eligible for all City benefits.



Challenges and Opportunities

Although the City is not facing any significant legal issues at this time, the City is a complex local government with two community redevelopment areas, one of which includes a core downtown area that attracts large crowds on weekends and holidays. The City also boasts a variety of diverse and upscale residential neighborhoods.

The City is mostly built out and because it is situated on the Atlantic Ocean, the commercial and residential properties are highly sought after. As a result, the City is experiencing land development issues that include the land development code, variances for density and height restrictions, enforcement of noise ordinances, short term rentals, parking and traffic concerns and code enforcement just to name a few.

The Ideal Candidate

Jacksonville Beach is seeking an attorney to lead its legal efforts. The individual will partner with elected officials and staff to solve problems while also being a supporter and a trusted advisor. The individual will have an understanding of politics and working in a municipal environment. The City Attorney will give all seven members of the City Council the same information and keep them all equally and well informed.

The best candidate will have outstanding communications and interpersonal skills. The City Attorney will interact with a wide variety of people from diverse backgrounds, disciplines, and economic strata. He/she will need to be open and approachable. Excellent listening skills are critical. It will be essential that the City Attorney be viewed as cooperative, and easy to work with. It will be important that he/she be cooperative

and able to build consensus both inside and outside the government.

The best candidate will be an exceptional manager, someone who is just as comfortable in the City Attorney role overseeing day-to-day legal operations as in practicing the law. He/she will understand and have experience with budgets and setting priorities.

The best candidate will have experience across the spectrum of municipal law with particular experience in land development and community redevelopment.

Candidate Qualification Criteria

Requirements

The City Attorney is a professional position reporting directly to and supervised by the City Council. This position is responsible for providing legal support to the City Council of Jacksonville Beach, City Administration, Departments and related City Boards and Committees.

The City Attorney performs complex professional and administrative work on all aspects of municipal law, including, but not limited to: drafting ordinances and resolutions; civil and criminal code enforcement litigation; land use; public hearings; contracts and procurement; inter-local agreements, utilities, public safety, finance and taxation and labor; Florida public records law and Government in the Sunshine requirements.

The City Attorney is responsible for preparing and presenting cases in federal and state courts and administrative proceedings. Performs related work as required. Work is performed within the framework of established policies and requires independent responsibility, initiative and judgment. Occasional evening work is required.

Education

The City Attorney will have graduated from an American Bar Association accredited law school with a Juris Doctor (J.D.) degree and membership in good standing with the Florida Bar Association. City County and Local Government Law Certification from the Florida Bar is preferred.

Experience

The City Attorney will possess a minimum of ten (10) years' legal experience in municipal law, or an appropriate combination of education and experience, with (5) years of experience in Florida local government practice mandatory. Significant experience, interests, and skills in local government law, criminal misdemeanor prosecution, real estate transactional law, land use and zoning, environmental permitting, representation of public boards, and legal research and writing in related fields are preferred.

Florida Driver's License required.

Must be able to pass a comprehensive back-ground check.





Compensation and Benefits

The salary range is for this position is \$125,000 to \$145,000 dependent upon education and experience.

A competitive benefit package is available that includes:

- ❖ Defined Benefit Pension Plan
- ❖ Deferred Compensation Plan
- ❖ City paid Health, Dental, Life, and Accident Death Insurance
- ❖ Sick and Vacation
- ❖ Ten Paid Holidays
- ❖ Tuition Reimbursement
- ❖ Wellness Program
- ❖ Professional Development and Training Opportunities
- ❖ Employee Assistance Program



Application Process and Deadlines

To apply please visit WWW.COJB.JOBS:

Click the Link "Apply for City Attorney" to apply prior to July 7, 2019.

A cover letter, detailed resume and law school transcripts are required. Please be sure and attach to application.

Finalist interviews will be conducted by the City Council.

Other Important Information

Under the Florida Public Records Act, all applications are subject to disclosure upon receipt.

Additional information about the City of Jacksonville Beach can be found on the City's website at:

www.jacksonvillebeach.org



THE CITY OF JACKSONVILLE BEACH IS AN EQUAL OPPORTUNITY EMPLOYER AND ASSURES FAIR TREATMENT OF APPLICANTS AND EMPLOYEES IN ALL ASPECTS OF PERSONNEL ADMINISTRATION WITHOUT REGARD TO POLITICAL AFFILIATION, RACE, NATIONAL ORIGIN, AGE, SEX, RELIGIOUS AFFILIATIONS, MARITAL STATUS, MENTAL OR PHYSICAL DISABILITY, GENDER, SEXUAL ORIENTATION, VETERAN STATUS OR ANY OTHER PROTECTED CLASS UNDER STATE AND FEDERAL LAWS WITH PROPER REGARD FOR THEIR PRIVACY AND CONSTITUTIONAL RIGHTS AS CITIZENS.