



## City of Deltona, Florida

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### NOTICE OF POSITION VACANCY

**ISSUE DATE:** 9/29/09

**CLOSING DATE:** First Screening 11/30/09; Recruitment is open until filled

**ELIGIBILITY:** Internal & External Applicants

**LOCATION:** Office of the City Attorney

#### CITY ATTORNEY

- **Charter Officer Appointment**
  - Anticipated Hiring Range: Per Negotiated Contract, DOQ
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**DEFINITION:** Professional work serving as the chief legal officer for the City of Deltona. Duties include serving as general legal counsel for the City, including the rendering of legal advice and assistance to the City Commission, City Manager, and all City departments, offices, City advisory boards, and agencies. Other duties include researching legal questions, preparing resolutions and ordinances, issuing briefs and legal documents, representing the City in various civil lawsuits and rendering legal opinions. Work is performed independently under the direction of the City Commission and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

**ESSENTIAL FUNCTIONS (Not all inclusive):** Prepares civil law cases; analyzes and prepares a variety of legal documents. Performs legal searches and prepares legal opinions on various legal problems for City departments. Prepares, drafts, reviews, revises and approves contracts, deeds, leases, and other legal documents and instruments for various City departments; reviews such documents and renders opinions as to their legal acceptability. Negotiates terms and conditions of contracts and agreements. Prepares proposed ordinances and resolutions and makes recommendations to repeal, amend or revise existing ordinances and resolutions. Represents the City in litigation. Advises department heads on legal questions. Participates in the preparation of state and federal cases for trial, takes depositions, prepares briefs and pleadings, and participates in necessary investigations. Represents the Office of the City Attorney at City Council and board meetings as assigned. Reviews municipal financial documents and proceedings. Maintains knowledge of municipal, county, state, federal, common law and constitutional laws affecting the City government; City codes, ordinances and charter provisions relating to the authority and functions of the City; established precedents and sources of legal references applicable to municipal activities. Supervises legal staff. Performs other duties as required.

**MINIMUM QUALIFICATIONS:** Graduation from an accredited college of law. Possession of a Juris Doctorate Degree. Minimum of five (5) years active practice of law. Municipal or County legal experience desired.

**OTHER REQUIREMENTS:** FL Bar member in good standing at the time of application; valid FL drivers license; **residency within the corporate limit of the City of Deltona must be established within six (6) months of appointment for an in-house attorney. Outside legal counsel will also be considered without the residency requirement.**

**APPOINTMENT/REMOVAL:** Pursuant to City Charter, appointment shall be by a supermajority of five (5) votes of the full Commission and shall serve at the pleasure of the Commission. Pursuant to City Charter, removal from office shall only be by a supermajority of five (5) votes of the full Commission.

**BENEFITS:** Pursuant to a negotiated contract.

**APPLICATION:** *Submit a Resume and a completed City of Deltona employment application to the City of Deltona, Attn: City Atty Search, Human Resources Dept., 2345 Providence Blvd., Deltona FL 32725. Application available at [www.deltonafl.gov](http://www.deltonafl.gov).*

[Veteran Preference in appointment will be given to eligible Veterans and Spouses](#)