

MAJOR FUNCTION

This is a responsible professional position providing legal services to the Blueprint Intergovernmental Agency and the Director of the Office of Planning Land Management and Community (PLACE). The assistant attorney works independently in assisting the Blueprint Attorney in the performance of the complex responsibilities of legal counsel for Blueprint. The position will provide legal advice and assistance to the Blueprint staff and consultants. Other duties include researching legal questions, preparing resolutions, drafting briefs and legal documents, and rendering legal opinions. The position may represent Blueprint in federal and state courts. Work is performed under the direction and supervision of the Blueprint Attorney.

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

Provides legal advice, counsel, and representation for Blueprint, including the Office of Economic Development (OEV). Works closely with the OEV Director or the Blueprint Director on issues and projects as assigned by the Blueprint Attorney. Prepares legal opinions, policies, resolutions, contracts, leases and memoranda, as assigned by the Blueprint Attorney. Negotiates terms and conditions of agreements and drafts written contracts. Attends Blueprint board meetings and City and County Commission meetings, as assigned. Represents Blueprint in real estate transactions associated with the acquisition of right of way or other real estate projects though negotiated settlements, voluntary sales and the exercise of eminent domain. Assists the Blueprint Attorney in developing, administering and awarding complex contracts and other procurement activities for Blueprint. Assists the Blueprint Attorney in preparing Joint Participation Agreements, Memoranda of Understanding and other similar documents that reflect agreements between Blueprint and other parties. Presents cases on behalf of Blueprint in civil law suits and administrative hearings in federal, state or administrative courts, including processing and settlement of claims and any related mediation or litigation activities. Participates in and advises Blueprint 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 Blueprint policies, procedures and documents. Works with the other legal staff, including but not limited to, City of Tallahassee and Leon County, Florida Department of Transportation and the Attorney General or other state agency general counsel. Oversees and monitors all public records requests. Investigates various types of claims and complaints by or against Blueprint. May participate in command level planning regarding special projects.

Other Important Duties

Attends various agency meetings as assigned. May maintain liaison with other state, federal or local agencies. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of municipal, county, state, federal, common law, and constitutional laws affecting local governments and special districts. Knowledge in the areas of transactional and procurement law. Knowledge of Florida and Federal eminent domain laws and procedures. Knowledge of policies and procedures of the Florida Department of Transportation and the Federal Highway Administration. Knowledge of the operation of boards comprised of public officials, including Florida Government in the Sunshine Law, Public Records law, Roberts Rules of Order and Parliamentary Procedure for the conduct of public meetings. Knowledge of established precedents and sources of legal reference applicable to local government activities. Knowledge of civil laws and judicial procedures related to government procurement and procurement methodologies. Ability to prepare and advocate civil law cases. Ability to analyze and prepare a variety of legal documents. Ability to conduct research on

legal issues 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 three (3) years of professional paid legal experience, with some experience in local or state government law or an area of law relating to or involving government law issues.

Necessary Special Requirements

Membership in the Florida Bar at the time of application to practice as a licensed attorney in the State of Florida.

Must possess a valid Class E State driver's license.

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 Blueprint Attorney.

Established: 12-01-12
10-04-18