
*Leon County, Florida, invites your
interest in the position of*

COUNTY ATTORNEY



**LEON COUNTY
GOVERNMENT**

People Focused. Performance Driven.



THE COMMUNITY

Leon County is located in north central Florida adjacent to the Georgia state line and halfway between Jacksonville and Pensacola. The County was named after the Spanish explorer Juan Ponce de León. He was the first European to explore Florida in 1513 in search of the “Fountain of Youth” and named the state after the Spanish word for “flowery.”

The County has a population of 287,899 and encompasses approximately 700 square miles. The City of Tallahassee, population 190,000, is the County seat, Florida’s state capital, and the only incorporated city within the County. The City of Tallahassee covers about 100 square miles, and roughly 34 percent of Leon County residents live outside the Tallahassee city limits.



Capital City Amphitheater

Leon County is a rapidly growing area known throughout the Florida Panhandle as a center for economic development, outdoor adventure, culture, and a hub for state government. The community hosts many festivals throughout the year, including Downtown GetDown, First Friday, Greek Food Festival, Red Hills Horse Trials, Opening Nights, Sundown Summer Series, Southern Shakespeare Festival, Springtime Tallahassee, Tallahassee Film Festival, Tallahassee Marathon and Half Marathon, Tallahassee Wine and Food Festival, Winter Festival, and others. The County has an energetic atmosphere as the home of the state capital, two major universities, and many other attractions that provide a variety of cultural and sporting event opportunities.



Lake Bradford

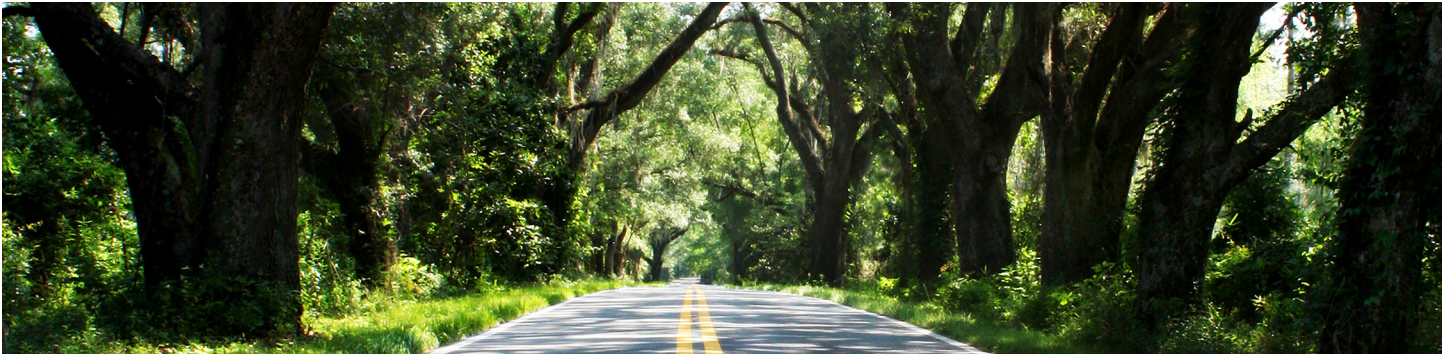
Leon County is home to the most highly educated population in Florida with 45.2% of its residents having either a Bachelor’s, Master’s, professional or Doctoral degree. The national average is 30.3%. Higher educational opportunities are available through many esteemed local and regional colleges and universities, including Florida State University, Florida Agricultural & Mechanical University, Tallahassee Community College, and branches of Saint Leo University, Thomas University, Keiser University, Barry University, Flagler College and Embry-Riddle Aeronautical University. The County has an exceptional public school system, and the region offers options for excellent primary and secondary education.

The County has many national law firms, lobbying organizations, trade associations and professional associations including the Florida Bar and the Florida Chamber of Commerce. The County is also home to the National High Magnetic Field Laboratory, the largest and highest-powered magnetic research laboratory in the world. Major employers in the area include the State of Florida, Florida State University, Leon County Schools, Tallahassee Memorial HealthCare, City of Tallahassee, Publix Supermarkets, Tallahassee Community College, Florida Agricultural & Mechanical University, Leon County, and Capital Regional Medical Center. The 2017 racial demographics of the county are 56.7% White; 31.6% Black; 6.4% Hispanic; 3.6% Asian; and 1.7% Other, with a median household income of more than \$48,248.

The area offers exceptional local dining, theaters, nightlife, shopping venues, museums, and an abundance of recreational activities. With an average of 233 days of sunshine each year, Leon County has long summers and short mild winters, ideal for the outdoor enthusiast. The region has many natural wildlife habitats to enjoy, as well as freshwater springs, beaches within a one-hour drive and nearby hunting and fishing. The County is home to more than 78 miles of canopy roads where the limbs of moss-draped live oaks, sweet gums, hickory trees and pines provide a towering canopy over roads that were once paths traveled by native tribes. The warm climate, ethnic diversity, natural beauty, stable economy, a variety of housing choices, excellent schools, and advanced transportation system afford residents an exceptional quality of life.



Springtime Tallahassee Festival



THE ORGANIZATION

Leon County Government is guided by an elected, seven-member Board of County Commissioners. Five members of the Board are elected to serve specific Commission districts, and two members are elected at-large. Leon County Government is a Commission-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives, and policies of the County. Due to this strong and consistent leadership, since 2013, Leon County has been recognized with 68 awards from the National Association of Counties for best practices and achievement in County programs and services. As of November 12, 2002, Leon County is governed by a Home Rule Charter. The total County budget is \$263.6 million, and the total number of full-time equivalent staff is more than 1,700, including all of the Constitutional Offices. Leon County Government has five Constitutional Officers, which includes the Clerk of the Court, the Property Appraiser, the Sheriff, the Supervisor of Elections, and the Tax Collector. Constitutional Officers are elected to administer a specific function of County government and are directly accountable to the public. Other elected officials of Leon County Government include the Judiciary, State Attorney, and Public Defender.



◀ *County Administrator
Vincent S. Long*

◀ *(Left to Right) District 1
Commissioner Bill Proctor, District 3
Commissioner Rick Minor, At-Large
Commissioner Mary Ann Lindley,
District 2 Commissioner Jimbo Jackson
(Chairman), District 4 Commissioner
Bryan Desloge (Vice Chairman), District
5 Commissioner Kristin Dozier and At-
Large Commissioner Nick Maddox.*

THE POSITION

The County Attorney provides and supervises legal services to the Board of County Commissioners as well as other County Departments, Boards, and agencies as specified by the Board of County Commissioners. The County Attorney reports directly to the Board of County Commissioners and serves at their pleasure. For Fiscal Year 2019, the County Attorney's Office has a total budget of \$2,038,218. The office employs a total of 12 full-time equivalent staff including one Deputy County Attorney, three Assistant County Attorneys, and seven administrative assistants/paralegals/specialists.

JOB REQUIREMENTS

Essential Duties:

- Provides legal services to the Board of County Commissioners, or as directed by the Board, to other County departments, advisory boards, committees, and agencies either personally, through staff attorneys, or by special outside counsel.
- Provides all legal services for County lawsuits, such as preparation and prosecution of cases, negotiations, trial strategy and appeals involving the County.
- Prepares, drafts, and reviews various County ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Represents the County in highly complex litigation before the Courts. Advises the Board of County Commissioners and the County Administrator on all County legal matters, as well as County staff, boards, and agencies where and when appropriate.
- Advises Board-appointed Committees.
- Drafts legislation to provide for the interest of the County through lobbying efforts.
- Reviews statutory requirements for operating and financing local County government.
- Manages the daily operation of the County Attorney's Office, including assigning and reviewing casework of all staff attorneys working for the County, budgetary oversight, and work performed by non-legal staff.
- Is responsible for various legal department personnel matters including policies and procedures, hiring, discipline, training and development, performance appraisals, and other related activities.
- Performs other services as directed by the Board of County Commissioners.

Knowledge, Skills, and Abilities:

- Extensive and thorough knowledge of the laws, codes, rules and regulations as they pertain to County government operations in the State of Florida.
- Ability to draft legal instruments, proposed legislation and legal opinions.
- Ability to exercise sound judgment in developing legal strategies for the County.
- Ability to establish and maintain a harmonious working relationship with the County Attorney's office and the Board of County Commissioners; the County Administrator; County staff; other County departments, boards, and agencies; other State and local governments; and the general public.

Minimum Requirements:

- Graduation from an accredited law school with a Juris Doctor Degree
- Admission to the Florida Bar with current membership in good standing
- Minimum 10 years of progressively responsible experience in practicing law, including considerable experience in the practice of local government law to include expertise in local governmental law, litigation, ordinance drafting, resolution drafting, and advising boards and constitutional officers
- Must possess and maintain a valid Florida Driver's License

Preferred Qualifications:

- Experience supervising or managing other attorneys
- Florida county government experience
- Certification in City, County, and Local Government Law is a plus



Florida State University



Tallahassee Symphony Orchestra

- Ability to communicate effectively, both orally and in writing, and to make presentations to various size groups on legal issues facing the County.
- Ability to plan, assign and review the work of all staff attorneys and non-attorney support staff.
- Ability to use computer applications and software in the performance of job duties.

COMPENSATION

The expected hiring range is \$160,000 to \$190,000 dependent upon qualifications and will include a competitive benefits package. The County will pay reasonable relocation expenses.



J. Lee Vause Park

TO APPLY

If interested in this outstanding opportunity, please visit the County's website at www.LeonCountyFL.gov/jobs and apply online prior to September 2, 2019. A cover letter, detailed résumé, and completed online application are required. Résumés will be screened according to the qualifications outlined above. A select group of finalist candidates will be invited to conduct in-person interviews with the Board of County Commissioners on October 28, 2019 in Leon County. Candidates will be advised of the status of the recruitment following the final selection of the County Attorney.

Questions regarding recruitment may be directed to:

Candice Wilson, Human Resources Director
 Leon County Government
WilsonC@LeonCountyFL.gov | 850.606.2400
www.LeonCountyFL.gov

Leon County Government is an Equal Opportunity Employer. Pursuant to Florida's broad Public Records/Sunshine Law, applications and résumés are subject to public disclosure.



Florida A&M University Marching 100



Downtown Tallahassee