

THE CITY OF
HOLLYWOOD, FLORIDA



INVITES YOUR INTEREST IN THE POSITION OF

DEPUTY CITY ATTORNEY



HOLLYWOOD, FLORIDA — AN OUTSTANDING OPPORTUNITY



THE COMMUNITY

Rich in history and poised for the future, the City of Hollywood is located within minutes of the second busiest cruise port in the world and adjacent to Fort Lauderdale Hollywood International Airport. It is strategically located between Fort Lauderdale and Miami insuring convenience and access while offering a corporate and residential lifestyle all its own. The City is home to approximately 150,000 residents and has a total area of 31 square miles and is the twelfth largest city in Florida.

Joseph W. Young founded the city in 1925. Young had a vision of having lakes, golf courses, a luxury beach hotel, country clubs, and a main street, Hollywood Boulevard; Hollywood is a planned city. On Hollywood Boulevard is the Mediterranean-style Joseph Young Mansion, built around 1921, making it one of the oldest houses in Hollywood.

Hollywood is filled with parks, golf courses, and sandy beaches that run for more than five miles. The famous Hollywood Beach is known for its great boardwalk that extends about 2.5 miles along the Atlantic Ocean. Parking is available on side streets or in parking garages, and public trolleys run through the day. Countless restaurants and hotels line the boardwalk along with a theatre, children's playground, and many other attractions including bicycle rental shops, ice cream parlors, souvenir shops, and a farmer's market. Many of the restaurants offer outdoor seating for patrons to enjoy the sea breeze and scenery. The boardwalk is vibrant and lively and is a scenic place for walking and jogging; there are also bike lanes for bicyclists and rollerblades. In the evenings, many restaurants and the bandshell off Johnson Street showcase musicians and spontaneous dancing may occur on the boardwalk.

Hollywood is made up of 32 public and charter schools with 13 private schools. The public schools are operated by the Broward County Public Schools.

Learn more about the City of Hollywood by visiting:

www.hollywoodfl.org

THE MUNICIPAL GOVERNMENT

The City Charter prescribes that Hollywood operate under the Commission/Manager form of government. Policy-making and legislative authority are vested in the City Commission, which consists of a Mayor and six Commissioners. The Mayor is elected at-large, and the Commissioners are elected by district on a non-partisan basis to four-year concurrent terms.

The Commission is responsible for, among other things, passing ordinances, adopting the budget, approving labor contracts and expenditures, appointing committees and hiring the City Manager and City Attorney. The City Manager is the final appointing authority for all other City employees and is responsible for exercising control over all Departments and Offices. The total Budget for Fiscal year 2020-2021 is \$567,542,781 and there are 1,305 full-time City employees including Police, Fire, Public Works, and a regional Public Utility.

THE DEPUTY ATTORNEY

Under the administrative direction of the City Attorney, the Deputy Attorney provides assistance to the City Attorney through management of administrative details of the City Attorney's office and special projects, as directed by the City Attorney.

The Deputy Attorney performs the duties of Acting City Attorney during the City Attorney's absence and performs the duties and activities to which attention must be given.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Performs duties of City Attorney during City Attorney's absence.
- Supervises Senior Assistant Attorneys
- Supervise both professional and clerical staff in the performance of their duties.
- Researches legal issues as directed by the City Attorney.
- Is responsible for pension and labor matters, procurement issues, and the review and revision of contracts.
- Conducts independent legal research.
- Advises on litigation as directed.
- Provides legal advice to City officials.
- Participates in commission, intra-departmental and inter-departmental meetings.
- Reviews collective bargaining proposals and contracts for negotiation and provides advice on the legality of same.



- Prepares and reviews City ordinances and resolutions.
- Effectively and positively represents the City in delivering and performing work with colleagues and clients, irrespective of gender, race, religion, age, disability, political affiliation or belief, or sexual orientation.
- Establishes and maintains effective and professional relationships with work colleagues, supervisors, and managers.

Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements.

The preferred candidate will have extensive experience in pension and labor matters, procurement issues, review and revision of contracts and employment law.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

CERTIFICATES, LICENSES, REGISTRATIONS

THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

- Valid Driver's License: With proof of automobile insurance
- Background Check: Must have an acceptable background record
- Driving Abstract: Must have an acceptable driving record

In evaluating applicants for this position, the City Attorney will be looking for he/she to have the following characteristics and competencies:

COMPENSATION AND BENEFITS

- Knowledge of federal, state, county and municipal laws.
- Knowledge of laws relating to cities' rights and privileges.
- Skill in researching and analyzing day to day problems.
- Skill in communicating effectively, both orally and in writing.
- Ability to match deadlines with workload through proper scheduling.
- Ability to logically research and present alternate solutions to complex problems.
- Ability to manage administrative details.
- Ability to establish and maintain effective and professional relationships with work colleagues, supervisors, managers and the public.

Depending on qualifications and experience, the expected starting salary for the successful candidate will be between **\$125,000.00** to **\$155,000.00** annually.

Employee benefits are competitive and include:

EDUCATION/EXPERIENCE:

- Medical coverage and dependent coverage.
- Dental plans.
- Retirement Plan with 7 years vesting.
- Auto and Cell phone allowance.
- Annual Vacation Days (25); on the 4/10 schedule it is 20 days (5 weeks).
- Paid Holidays (13).
- Sick Days and Personal Days.
- And More.

The successful candidate will have a minimum:



Required:

- Graduation from an accredited law school.
- Admission to the Florida Bar.
- At least seven (7) years of practical law experience or an equivalent combination of training and experience.
- Member in good standing in the Florida Bar Association.





HOW TO APPLY

For additional information on this outstanding opportunity, please contact Dona Higginbotham, Senior Vice President, The Mercer Group, Inc. at, DHHiggin@att.net

Position will remain OPEN UNTIL FILLED

Interested and qualified candidates should send a letter of interest and resume to:

**Dona Higginbotham
Senior Vice President
The Mercer Group, Inc.
Email: DHHiggin@att.net**



Resumes are subject to the provisions of Florida Public Records Statutes

The City of Hollywood is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

