



***The City of North  
Miami Beach,  
Florida is seeking  
a dynamic and  
innovative leader  
with a track  
record of success  
to serve as its  
next  
CITY  
ATTORNEY.***





## **THE COMMUNITY**

Located midway between Miami and Ft. Lauderdale and adjacent to the Golden Glades Interchange where I-95, Florida's Turnpike, and the Palmetto Expressway meet, North Miami Beach is truly at the "Crossroads of South Florida". The central location and easy access has made North Miami Beach one of South Florida's best known regional shopping areas and one of its most popular sites for office users.

Shoppers and commuters find that they can reach North Miami Beach from virtually all of South Florida in less than 30 minutes. However, North Miami Beach isn't all business. Prospective homeowners can find everything from cozy starter homes to elegant waterfront properties. Condominiums and rental apartments in an array of convenient and attractive locations are also available. Parks, beaches, and bays abound, along with a wide assortment of recreational, cultural, and dining opportunities.



## **ESSENTIAL FUNCTIONS**

In accordance with the City of North Miami Beach Charter, the City Attorney shall:

- A. Act as the legal advisor for the City and all of its officers in all matters relating to their official powers and duties.
- B. Prepare or review all ordinances, resolutions, contracts, bonds and other documents in which the City is concerned, and shall endorse on each his/her approval of the form, language, and execution.
- C. Prosecute or defend, for and in behalf of the City, all complaints, suits and controversies in which the City is a party, before any court, or other legally constituted tribunal.
- D. Attend all meetings of the City Commission.
- E. Recommend to the City Commission for adoption, such measures as he/she may deem necessary or expedient.

## **POSITION PROFILE**

The ideal candidate has a track record of success and is a dynamic and innovative leader whose attributes encompass being ethical, a team player, a proactive attitude, excellent problem solving skills, and tactfulness in handling sensitive/delicate matters.

The individual will partner with the Commission and City staff to solve problems while being a supporter and a trusted advisor. He/she will understand the political environment but not be involved. Regular and honest communication is expected at all times with the Commission, City Manager and City staff. Similarly, he/she must be an outstanding leader and mentor of the staff.

The individual will thrive on solving problem strategically. The ideal candidate will be someone who reviews an issue with an open mind and, when applying the law, then aggressively seeks ways to accomplish what is best for the City and its residents.

When asked a question, he/she will know the correct answer and respond accordingly. When the individual does not know the answer, he/she will say so and provide the requested information in a timely manner.

## **EDUCATION AND EXPERIENCE**

As per City of North Miami Beach Charter, the City Attorney or law firm shall be a member of the Florida Bar with at least five years' experience in the practice of law in Florida, and with limited applicability to the City Attorney (not the law firm) shall not, during his/her tenure of office, engage in any private practice of law.

The ideal candidate has ten (10) years of increasingly responsible experience in management and the practice of law (preferably municipal).

## **COMPENSATION AND BENEFITS**

The City of North Miami Beach offers a competitive salary commensurate with the successful candidate's qualifications and experience. Benefits are excellent.



## **APPLICATION AND SELECTION PROCESS**

Qualified candidates should submit their cover letter and resume to [jobs@Citynmb.com](mailto:jobs@Citynmb.com) This position is “Open Until Filled.” Please note that applicants will be screened against criteria outlined in this brochure.

For more information, please contact Elsa Jaramillo-Velez, Human Resources and Risk Management Director at [Elsa.Jaramillo-Velez@Citynmb.com](mailto:Elsa.Jaramillo-Velez@Citynmb.com) or (305)-948-2918.

