

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: CRA Legal Advisor

Location: 20 N. Swinton Avenue, Delray Beach

Reports to:
Title: CRA Executive Director

Level/Grade:

Pay Range:

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours: 40/week

- Exempt
- Nonexempt

General Description:

This is a professional and highly responsible position that will oversee the coordination, administration, and management of all legal matters concerning the Delray Beach Community Redevelopment Agency (CRA).

Duties & Responsibilities:

- Provide legal advice, direction, and recommendations to all CRA staff in the best interests of the CRA and the CRA District while keeping in mind the duties, objectives, obligations, and functions of the CRA
- Serve as an advisor and consultant in the resolution of complex legal matters on behalf of the CRA, outside counsel, and other parties, when necessary
- Provide legal opinions and advise on a matters including Public Records Law, ethics, Sunshine Law, etc.
- Represent the CRA at CRA board meetings on all legal matters before the Board
- Negotiate/draft/review of contracts, leases, bid documents and bonds, inter local agreements, and other documents.
- Draft and review resolutions related to CRA Board agenda items
- Facilitate the acquisition, disposition, and lease of real property
- Research legal issues, prepare memoranda, and present findings
- Respond to public records requests related to the CRA
- Interpret federal, state, local laws pertaining to contracts, real estate transactions, local public agencies, construction, land use and development, and lending
- Maintain current knowledge of legal issues and precedents affecting the CRA
- Other duties as needed and as assigned

Education, Skills & Experience Requirements:

- Juris Doctor degree **and** a member in good standing with the Florida Bar **and** five (5) years of relevant experience in the government or public sector
- Excellent oral and written communication skills with the ability to effectively communicate with internal and external parties
- Strong organizational skills with an attention to detail
- Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines efficiently and effectively with minimal direction
- Strong interpersonal skills with the ability to develop and maintain excellent rapport, and cooperative and courteous relationships with supervisor, co-workers, public officials, city representatives, partner organizations, stakeholders, vendors, businesses, and the general public
- Knowledge of MS Office Systems and Office Suites (Word, Excel, Outlook, Access, Publisher)
- Knowledge of laws, regulations, and practices governing area of assignment
- Must have a valid driver's license and reliable vehicle

Approved by:
Title: CRA Executive Director

Updated 7/28/20