



City of Titusville Assistant City Attorney

SALARY	\$39.50 - \$65.32 Hourly \$3,160.26 - \$5,225.41 Biweekly \$6,847.23 - \$11,321.72 Monthly \$82,166.76 - \$135,860.68 Annually	LOCATION	Titusville, FL
JOB TYPE	Full-Time	JOB NUMBER	25-0926
DEPARTMENT	City Attorney - 201	OPENING DATE	09/26/2025
CLOSING DATE	10/27/2025 5:00 PM Eastern	FLSA	Exempt
BARGAINING UNIT	N/A		

JOB SUMMARY

Under the general direction of the City Attorney, the Assistant City Attorney provides comprehensive legal services to the City's legislative body, all City departments, and various boards and committees. This position is responsible for researching, analyzing, and applying federal, state, and local laws, judicial decisions, and administrative procedures. Work is performed with professional independence, subject to minimal supervision of work product and general guidance as to questions of policy and priorities by the City Attorney. Work is performed with professional independence, subject to minimal supervision of work product and general guidance as to questions of policy and priorities by the City Attorney.

ESSENTIAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position:

- Prepares contracts, bonds and other instruments in writing in which the municipality is concerned.
- Assists the City Attorney as legal counsel for the City in all municipal areas, including land use, planning and zoning, labor and employment, code enforcement, construction regulation, sunshine law, public records, ethics, finance, utilities, police matters, general government law, policies and actions.
- Reviews and drafts various legal documents, including contracts, leases, legal opinions, and memoranda, as assigned by the City Attorney.
- Conducts legal research, analyzes proposed and enacted legislation, and maintains up-to-date knowledge of developments in relevant areas of law.
- Prepares or reviews ordinances, codes, resolutions, deeds, pleadings, requests for proposals/bids, contracts, leases, and other legal documents.
- Prepares a variety of reports, correspondence, and documents on questions of law and legal procedures as directed and approved by the City Attorney.

- When authorized by the City Attorney, the Assistant City Attorney shall prosecute and defend, for and on behalf of the City, all complaints, suits and controversies in which the City is a party.
- Subject to the review and authorization by the City Attorney, to furnish the Legislative body, the City Manager, the head of any department, or any officer or board member not included in any department, an opinion on any question of law relating to their respective powers and duties.
- Subject to review and authorization of the City Attorney, to carry out such other professional duties of the City Attorney as may be required by ordinance or Resolution of the City Commission, or as prescribed for City Attorneys under Florida Law.
- Performs other duties as assigned.
- Oversee the City Attorney's Office in the absence of the City Attorney.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of applicable municipal law.
- Skilled in preparing briefs and other legal documents.
- Organization, attention to detail, prioritization, time management, and ability to handle several assignments concurrently.
- Highly effective written, verbal, electronic, and visual communication abilities for various audiences, including non-lawyers.
- Ability to acquire a thorough understanding of the City Charter, ordinances, and land development code and to apply legal knowledge to varied problems.
- Ability to prepare and analyze comprehensive legal documents.
- Ability to carry out duties and responsibilities of the City Attorney.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with the City Commission, City Attorney, City Manager, City Clerk, Department heads, City Boards, and City staff.
- Knowledge of constitutional and statutory law of the United States and the State of Florida as related to City Government.
- Knowledge of local government operations and administration, judicial procedures and the rules of evidence, principles, methods, materials, and practices of legal research.
- Ability to analyze legal issues, facts, evidence, and precedents in complex cases to present such materials effectively in oral and written form, prepare complex contracts and other legal instruments and court presentations.
- Ability to conduct research on legal problems and to prepare legal opinions.
- Proficient in the use of computers for purposes of research and drafting of pleadings and correspondence.
- Ability to establish and maintain effective working relationships as necessitated by the work.
- Ability to appreciate the positives in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to establish and maintain the trust and confidence of the City and public.
- Ability to work independently while taking directions and supervision from the City Attorney or their designee.

EDUCATION & EXPERIENCE

- Graduation from an accredited college or university with a Juris Doctor degree.
- Practice of law for at least five (5) years in closely related field.
- A minimum of three years' experience in local government law is required.
- A minimum of three years' experience in real estate/land use development, contract drafting, quasi-judicial/administrative procedures, or procurement preferred.

Licenses, Certifications or Registrations:

- Must be admitted to practice law in Florida and be a member of the Florida Bar in good standing.
- Must be admitted to practice before the U.S. District Court, Middle District of Florida, and U.S. Circuit Court of Appeals, 11th Circuit, within six (6) months of hiring.
- Valid Florida Driver's License.

SPECIAL REQUIREMENTS

- In the event of local emergencies, may be required to report for emergency tasks, which could involve extended work hours and prolonged time away from family. The Incident Commander and the Division Director will determine who is required to work.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required: manual dexterity, hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

- Ability to work and solve problems under pressure and stress with extreme accuracy.
- Ability to walk, stand, climb, stoop, kneel, crouch and sit for periods longer than 30 minutes.
- Ability to lift, carry, push, or pull items which weigh up to 10 pounds.

Employer

City of Titusville

Address

555 S Washington Ave.

Titusville, Florida, 32796

Phone

321-567-3729

Website

<http://www.titusville.com>