

TITLE: Attorney – Planning, Real Estate and Support Services

QUALIFICATIONS:

1. Law degree from accredited law school.
2. Member in good standing of the Florida Bar.
3. Minimum of five (5) years successful related legal experience.
4. Minimum of seven (7) years real estate, transactional, land use, construction, or related experience.
5. Demonstrated ability to work effectively with diverse groups of people.
6. Ability to work independently with limited supervision.
7. Ability to maintain confidentiality and respond to customer need and requests for service/assistance.
8. Skilled in oral and written communication.
9. Experience in industry-standard computer applications.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board Attorney and/or Designated Administrator

JOB GOAL: To render legal services and advice on planning, real estate and support services matters affecting the school system and coordinate with any/all outside organizations and counsel approved and employed by the School Board.

ESSENTIAL FUNCTIONS:

1. Negotiate and draft contracts for the purchase of land sites by the School Board.
2. Represent the School Board in all eminent domain proceedings.
3. Attend and represent the School Board at all closings for the purchase of land or buildings.
4. Draft and negotiate agreements with developers making donations to the School District to mitigate their development's impact on the need for new student stations.
5. Advise staff concerning due diligence matters in land acquisitions.
6. Represent the School Board before local planning agencies, local government boards, hearing examiners, and in court proceedings concerning land use and zoning matters.
7. Coordinate implementation of school concurrency in county and municipal Comprehensive Plans.
8. Draft and negotiate Interlocal agreements with municipalities and the county to implement school concurrency.
9. Draft, negotiate and maintain Interlocal agreements concerning joint construction, development, or use of School District sites and facilities.

10. Approve as to form all contracts for design, construction, renovation, or maintenance of School District facilities.
11. Advise and represent School District staff and the School Board in all matters concerning provision of services under contracts for design, construction, renovation, or maintenance of School District facilities.
12. Other duties as assigned by School Board Attorney or Superintendent.
13. Must be willing to cross train and provide legal support in other practice areas as assigned by School Board Attorney.

OTHER RESPONSIBILITIES:

Performs related work as required. (NOTE: 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 that position.

PHYSICAL REQUIREMENTS;

This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pound of force frequently to move objects.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established.

ASSESSMENT:

Performance of this position will be assessed annually in accordance with provisions of Board's employment contract with the Planning, Real Estate and Support Services Attorney.

Adopted: 11-08-05