

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:
\$75,000-\$130,000

Type of position:

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

Hours: 40/week

- Exempt
- Nonexempt

General Description:

This is a professional and responsible position that will assist with the coordination, administration, and management of legal matters concerning the Delray Beach Community Redevelopment Agency (CRA). The CRA is represented by outside counsel and is seeking an attorney on Staff to liaison with Staff and outside counsel, as needed.

Duties & Responsibilities:

- Assist with legal advice, direction, and recommendations to 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
- Facilitate the acquisition, disposition, and lease of real property
- Negotiate/draft/review of contracts, leases, bid documents, interlocal agreements, and other documents
- Draft and review resolutions related to CRA Board agenda items
- Respond to public records requests related to the CRA
- Research legal issues, prepare memoranda, and present findings
- Provide legal opinions and advise on legal matters including Public Records Law, ethics, Sunshine Law, etc., as needed
- Represent the CRA at CRA board meetings on all legal matters before the Board, as needed
- Interpret federal, state, local laws pertaining to contracts, real estate transactions, local public agencies, construction, land use and development, and lending, as needed
- 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** 1-2 years of relevant experience in the government, public sector, real estate, construction, or related experience
- 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

Please email your cover letter, resume, and writing sample to
crahr@mydelraybeach.com.

Approved by:
Title: CRA Executive Director