



SOUTHEAST OVERTOWN / PARK WEST | OMNI REDEVELOPMENT DISTRICT | MIDTOWN

JOB POSTING – City of Miami Community Redevelopment Agency

Job Title: Senior Staff Counsel

Salary Range: Based on Experience

BRIEF DESCRIPTION:

The Senior Staff Counsel position is responsible for the management and supervision of all legal matters affecting the CRA. The attorney in this position will be responsible for negotiating and drafting contracts, responding to correspondence and public inquiries on legal matters related to the CRA, and advising CRA staff regarding the duties, powers, functions, and obligations of the CRA.

Examples of job duties include but are not limited to;

- researching statutory and case law, and preparing legal memoranda;
- maintaining current knowledge of legal issues and precedents affecting the CRA;
- negotiating, drafting, and reviewing contracts, resolutions, leases, and other legal documents;
- facilitating the acquisition, disposition, and lease of real property;
- interpreting federal, state, and local laws pertaining to contracts, real property, local public agencies, construction, and land use;
- problem solving CRA legal issues;
- analyzing budgets and technical reports; interpreting and evaluating staff reports;
- interpreting CRA objectives, policies, and definitions to others in a clear, concise, and accurate manner;
- preparing correspondence and reports; research legal issues and prepare legal memoranda and present findings;
- applying general civil law and government law practice in the areas of real property, lending, and construction;
- attending meetings and speaking effectively before groups;
- communicating clearly and concisely verbally and in writing; and
- performing other duties as assigned.

MINIMUM QUALIFICATIONS:

Qualified candidates must possess a Juris Doctorate degree and be a member in good standing with the Florida Bar. Candidates should also possess excellent writing, communication, and interpersonal skills; as well as knowledge of federal, state, and local laws governing affordable housing and redevelopment programs.

A minimum of three years experience with real estate transactions (i.e. purchase and sale agreements, restrictive covenants, and real estate development and commercial leasing transactions) is preferred.

APPLICATION INSTRUCTIONS:

Applicants must complete and submit an application packet consisting of a City of Miami Community Redevelopment Agency Job Application, Cover Letter, Resume, and a minimum of four (4) references. All materials should be mailed to:

Attn: Human Resources
City of Miami
Community Redevelopment Agency,
49 NW 5th Street, Suite 100
Miami, Florida 33128

Fax copies are not accepted. No phone calls please. A Job Application may be downloaded from www.miamigov.com/CRA