



## **JOB VACANCY POSTING**

**Revised: March 16, 2017**

<b>POSTING:</b>	<b>0145-04</b>	<b>FULL/PART-TIME:</b>	<b>Full-Time</b>
<b>TITLE:</b>	<b>Deputy General Counsel</b>	<b>HRS. PER WEEK:</b>	<b>40</b>
<b>POSITION HIRING RANGE:</b>	<b>\$136,909 - \$220,496</b>	<b>SCHEDULE:</b>	<b>M – F</b> <b>8 am – 5 pm</b> Able to work evenings, weekends and holidays as necessary
<b>POSITION SALARY RANGE:</b>	<b>\$136,909 - \$220,496</b>		
<b>DEPARTMENT:</b>	<b>Legal</b>		
<b>OPEN:</b>	<b>March 14, 2017</b>	<b>CLOSING:</b>	<b>Continuous</b>

### **DEPUTY GENERAL COUNSEL**

#### **Summary**

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transit authority serving Miami-Dade, Broward and Palm Beach counties, is seeking an experienced attorney to fill the position of Deputy General Counsel.

SFRTA is a local governmental agency that operates the Tri-Rail commuter rail service in Miami, Broward and Palm Beach counties in South Florida. SFRTA has a 10-member Governing Board comprised of elected officials, local business representatives, governor appointees and a representative from the Florida Department of Transportation (FDOT). The agency has approximately 125 employees. The SFRTA Legal Department is comprised of two in-house attorneys: its General Counsel and Deputy General Counsel, and a paralegal. The Legal Department oversees outside counsel who perform various functions for the agency. Legal issues addressed by the Legal Department include procurement, compliance with Florida's public records laws and Sunshine Law, insurance, real estate, litigation, human resources, contract administration, and legislation. The Legal Department works closely with agency staff, as well as agency consultants.

SFRTA provides an excellent opportunity for attorneys who thrive in a fast-paced, team-oriented environment that requires resolution of a broad array of significant legal issues.

#### **Responsibilities**

- Assist the General Counsel with supervision of outside law firms that represent SFRTA, including coordinating and monitoring services provided by outside counsel.
- Assist General Counsel with providing counsel and advice on legal matters to the Governing Board and Executive Director.
- Draft various legal documents, including policies, resolutions, contracts, leases, legislation, briefs, memoranda and motions.

- Assist General Counsel with rendering routine legal advice and opinions to the Governing Board, Executive Director and department directors as required; conduct on-going legal research of Federal and State laws and regulations in connection with legal issues pertaining to SFRTA; prepare oral and written legal opinions.

### **Required Qualifications**

- A minimum of seven (7) years' experience as a licensed attorney.
- Demonstrated success in strategically managing a diverse workload of legal projects and achieving client goals.
- Demonstrated ability to effectively communicate complex information to stakeholders of various levels.

### **Required Education/Experience**

- Juris doctor degree from an accredited law school is required. Candidates must also be admitted to, and be in good standing with, the Florida Bar.

### **Preferred Education/Experience**

- Management experience, especially supervising other attorneys whether they are in-house or outside counsel.
- Experience with local government representation.
- Knowledge of Florida's public records laws, Sunshine Law and Ethics laws applicable to public employees and officials.
- Experience with insurance (policies, handling claims, etc.).
- Experience with government competitive procurement processes.
- Litigation experience.
- Experience in the transportation field, complex transactions involving government entities, public finance, real estate, personnel/employment matters, or any combination of these subjects.

### **Benefits & Compensation**

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time
- Health Insurance through the State of Florida for employees and their families, including health, dental, vision and other supplemental insurance products.
- Participation in the Florida Retirement System (FRS) Pension Plan or Investment Plan.
- Employer paid life insurance and long term disability coverage
- Participation in the State of Florida 457 deferred compensation plan.
- Tuition assistance program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

## **To Apply**

Complete an SFRTA Employment Application and submit it along with resume and salary requirements via email to [jobs@sfrta.fl.gov](mailto:jobs@sfrta.fl.gov), or fax to 954-653-9105, or mail to M. David Trabal, Human Resources Manager, at 801 NW 33<sup>rd</sup> Street, Pompano Beach, FL 33064. Applications are available online at [www.sfrta.fl.gov](http://www.sfrta.fl.gov) and must reference a posting number. SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of their most recent resume and salary requirements to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. Incomplete applications, or applications not accompanied by a resume and salary requirements, may be disqualified.

### **EOE/Smoke and Drug Free Workplace**

This posting in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This posting has excluded the marginal functions of the position that are incidental to the performance of essential job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee will possess the skills, aptitudes, and abilities to perform each duty proficiently.