



## City of Frostproof

### Request for Qualifications City Attorney

**Part-Time ~ Contractual  
Salary Range: DOQ and Experience**

The City of Frostproof is seeking an experienced Part-Time/Contractual City Attorney. Candidates must have a degree from an accredited law school, at least five (5) years of experience in Florida municipal, county, or administrative law. Candidates must have a valid license to practice law in Florida, and be in good standing with The Florida Bar.

The Frostproof City Attorney is appointed by, reports to, and serves at the pleasure of the Frostproof City Council.

The City Attorney attends all City Council meetings, and other advisory board meetings as directed. The City Attorney acts as legal counsel for the City, including legal advisor to the City Council, commissions, boards, and the City's professional staff. Responsibilities include: serves as the City's legal adviser; represents the City in Court; and, prepares, reviews, and renders legal opinions. The City Attorney may be required to draft or review: administrative regulations; contracts; ordinances; resolutions; deeds; leases; along with other relevant legal documents. The City Attorney must be able to interpret laws, rulings and regulations. The City Attorney is required to stay current with developments in the legal field to ensure City policies, procedures, and practices are consistent with local, state and federal laws. The City Attorney also serves as legal consultant for work place issues, providing interpretation and counsel, regarding employment/workplace law.

Applications will be accepted until September 25, 2024, at 2:00 p.m. Applications can be delivered to 111 West 1<sup>st</sup> Street, Second Floor, Frostproof, FL 33843. An application should contain a Cover Letter, Resume and detailed list of experiences with particular attention to the practice of local government law in Florida. For specific inquiries contact: Nicole McDowell, City Manager, 863-635-7855; e-mail: [nmcdowell@cityoffrostproof.com](mailto:nmcdowell@cityoffrostproof.com).