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About Pinellas County

The Community

It would be hard to find a better place to live, work and play than Pinellas County. With beaches ranked among the best in the U.S., the County is also the most popular tourist destination on the Gulf of Mexico. The diverse 24 communities range in population from more than 252,000 in St. Petersburg to slightly more than 100 living in Belleair Shore.

Pinellas offers a waterfront paradise with an extraordinary quality of life, a relatively low cost of living, diverse housing options and high-quality colleges and universities. With its outstanding cultural, recreational and sports facilities, incomparable parks and beaches, and year-round events, Pinellas provides a true resort lifestyle.

Geography and Weather

Pinellas County is located on Florida’s west coast, just west of Tampa, and is surrounded by water. From tip to tip, the County is 38 miles long and 15 miles wide at its broadest point. Pinellas covers 280 square miles. The climate is wonderful all year with a mild sub-tropical climate.

By the Numbers

- 361 average days of sunshine each year
- 81 degrees average high temperature
- 67 degrees average low temperature
- 35 miles of sugar-sand Gulf beaches
- 588 miles of coastline
- 48 golf courses
- 623 tennis courts
- 20,000 acres of park and preserve land
- 250 parks
- 47-mile Pinellas Trail
- 600+ events annually
- 22 museums
- 20 theater companies
- 15 performing arts facilities

Government

Pinellas County, with over 3,000 employees and a combined funds budget of just over $2 billion, provides a full range of traditional County and municipal services.

The Board of County Commissioners is the legislative body, and the County Administrator is responsible for the implementation of County policies.

In addition to the County Commission, there are five Constitutional Officers who are elected to administer a specific function of County government, and the Board funds all or a portion of the operational budget of each. The Constitutional Officers are the Clerk of the Circuit Court, Property Appraiser, Sheriff, Supervisor of Elections and Tax Collector.

Pinellas County’s Unified Personnel System was established in 1975 by a special act of the Florida Legislature. The Unified Personnel System is composed of 11 Appointing Authorities or organizations:

- Business Technology Services
- Clerk of the Circuit Court and Comptroller
- County Administrator
- County Attorney
- Construction Licensing Board
- Forward Pinellas
- Human Resources
- Human Rights
- Property Appraiser
- Supervisor of Elections
- Tax Collector
About the Position

Office of the County Attorney

For Fiscal Year 2017, the adopted budget for the Office of County Attorney is $4.6 million with 33 positions.

The County Attorney is responsible for providing legal services, characterized by a variety and complexity of litigation, legal interpretation, and knowledge and practice of administrative law. The County Attorney is also responsible for administration of staff. The County Attorney or assistants attend all meetings of the Board of County Commissioners.

Some examples of the work performed by the County Attorney are to provide legal opinions on matters relating to administration of County government; represent the County and its elected officials in litigation; prepare proposed legislation; supervise the work of Assistant County Attorneys; and prepare or examine a variety of legal documents such as contracts, leases and deeds.

The Pinellas County Charter provides that the County Attorney shall be responsible for the representation of County government, the Board of County Commissioners, the County Administrator, Constitutional Officers and all other departments, divisions, regulatory boards and advisory boards of County government in all legal matters relating to their official responsibilities. The County Attorney shall prosecute and defend all civil actions for and on behalf of County government and shall review all ordinances, resolutions, contracts, bonds and other written instruments. In addition, the County Attorney manages outside legal counsel for matters involving a conflict or unsupported legal specialty areas.

The County Attorney is appointed by the County Attorney Oversight Committee and is directly responsible to the Board of County Commissioners. The County Charter was amended in 2016 to create a County Attorney Oversight Committee, consisting of the seven County Commissioners and five Constitutional Officers (see page 7 for the current members). The Committee is responsible for the selection, termination and annual review of the County Attorney.

Candidate Profile

This highly visible position will require a person with superb management and communication skills. The successful candidate will be a strong, successful administrator with experience managing and problem solving in a government environment. He/she must have excellent interpersonal skills to deal tactfully and effectively with County administrative officials, local governmental officials, employees, court officials and the general public.

The candidate will possess the following minimum qualifications at the time of application:

- Juris Doctor Degree from an accredited law school
- Admission to the Florida Bar
- Ten years professional experience as an attorney with advanced and extensive experience as a practicing attorney
- Five years of directly related legal experience administering public sector law to include expertise in local governmental law
- Two years supervising or managing other attorneys
Leadership Competencies

Our organization highly values leadership and is continually striving to improve our organizational performance. While a full array of leadership competencies is desirable, the County Attorney Oversight Committee has identified the following competencies as most desirable:

• **Composure** - Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn’t show frustration when resisted or blocked; is a settling influence in a crisis.

• **Conflict Management** - Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.

• **Ethics and Values** - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

• **Integrity and Trust** - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn’t misrepresent him/herself for personal gain.

• **Listening** - Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.

• **Managerial Courage** - Doesn’t hold back anything that needs to be said; provides current, direct, complete, and “actionable” positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation (not including direct reports) quickly and directly; is not afraid to take negative action when necessary.

• **Negotiating** - Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be both direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.

• **Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn’t stop at the first answer.

• **Building Effective Teams** - Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

• **Written Communications** - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
Compensation and Benefits

The current salary range is $162,302 to $253,282. The starting salary will be commensurate with the selected candidate’s qualifications. Relocation expenses and other benefits may be available as negotiated.

Pinellas County offers a comprehensive and competitive array of employee benefits including group health, paid time off, life insurance, short and long term disability, dental, vision, and more. The County participates in the Florida Retirement System which offers two options: Pension Plan or Investment Plan. The County also offers an optional deferred compensation plan (IRS Section 457) with a choice of four plan providers.

For more information about the benefits package, see www.pinellascounty.org/hr/benefits.

How to Apply

- To apply, submit a cover letter, resume and the contact information for five professional references via email to Human Resources at attorney-recruitment@pinellascounty.org no later than 5:00 p.m. EST on May 21, 2017.

- For questions, contact Bryan Cook, Human Resources Workforce Strategy Manager, at (727) 464-3367 or by email at humanresources@pinellascounty.org.

Confidentiality

Under Florida’s public records act, once a candidate has submitted a resume or application, that information is public.

Important Notices

Pinellas County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act of 1990.

Requests for accommodation in the application and selection process may be made to Human Resources by contacting (727) 464-3367 or emailing humanresources@pinellascounty.org.
About the Position continued

Additional Information

County Attorney Recruitment
www.pinellascounty.org/hr/attorney

Office of the County Attorney
www.pinellascounty.org/attorney

Pinellas County Government
www.pinellascounty.org

What We Offer
www.pinellascounty.org/hr/whatweoffer

Pinellas County Budget
www.pinellascounty.org/budget

About Pinellas County
www.pinellascounty.org/about_pinellas.htm

Visitor Information
www.visitstpeteclearwater.com

Housing and Neighborhoods
www.pinellascounty.org/resident/housing.htm

Demographic and Economic Information
www.pced.org

Municipalities & Cities of Pinellas County
www.pinellascounty.org/municipalities.htm

County Attorney Oversight Committee

The Committee includes the five Pinellas County Constitutional Officers and seven County Commissioners.

Ken Burke
Clerk of the Circuit Court and Comptroller

Deborah Clark
Supervisor of Elections

Bob Gualtieri
Sheriff

Charles W. Thomas
Tax Collector

Mike Twitty
Property Appraiser

Board of County Commissioners
Front row: Kenneth T. Welch (Vice Chair), Janet C. Long (Chair), John Morroni
Back row: Dave Eggers, Pat Gerard, Karen Williams Seel, Charlie Justice