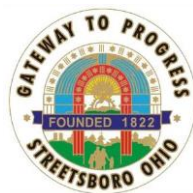


City of Streetsboro



POSITION AVAILABLE

Open: January 3, 2024
Closes: Open Until Filled

JOB TITLE:	Law Director
DEPARTMENT:	Law Department
IMMEDIATE SUPERVISOR:	Mayor
STATUS:	Full-time, Exempt, Unclassified, Non-bargaining
COMPENSATION:	\$100,000 - \$128,125/year (target starting salary) plus full City benefits including vacation, health care and retirement.

POSITION SUMMARY

The responsibilities for this position include:

- Prepare legislation as requested by members of Council, the Mayor and other Department Heads in the City.
- Provide legal advice to the Mayor, Council, Department Heads, Boards and Commissions.
- Attend and advise at all meetings of Council and committees of Council.
- Attend and advise at all meetings of Boards and Commissions as directed by the Mayor. Including but not limited to sitting Charter Review commissions.
- Represent the City (and its officers, agents and Council members) at meetings of, or in negotiations with, other governmental agencies, boards, commission.
- Assist with preparation of Law Department budget and oversee its annual expenditures.
- Provide legal counsel to the Human Resources Department during union negotiations, fact-finding, arbitration, grievance proceedings, and any similar sessions with non-union employees.
- Represent the City in any Civil Service hearings, EEOC claims, Ohio Civil Rights claims and/or Worker's Compensation hearings and/or claims.
- Provide legal advice to all departments in the City on an as needed basis.
- Review and advise the City regarding any litigation naming the City as a party.
- Prepare special assessment legislation, documentation and attend hearings in connection therewith.
- Negotiate contracts and other agreements on behalf of the City.
- Review, recommend and draft any changes to the Codified Ordinances of the City.
- Maintain regular office hours at City Hall as directed by the Mayor.
- Other duties as assigned by the Mayor.

QUALIFICATION:

- Juris Doctorate from a college or university, and five (5) years Municipal experience and/or related training.
- Current and valid License ISSUED BY THE Ohio Supreme Court to practice law in the State of Ohio.
- Ability to read, and interpret documents such as safety rules, operating and maintenance instruction, general business periodicals, professional journals and technical procedures, or governmental regulations. Ability to write routine reports and correspondence. Ability to speak effectively.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must possess a valid State of Ohio driver's license.
- Must be eligible to work in the United States.

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

www.cityofstreetsboro.com

City of Streetsboro



Application forms are available on the City's website at www.cityofstreetsboro.com. Forward a completed, signed City employment application, resume, and references to:

City of Streetsboro
Human Resources Dept.
9184 S.R. 43
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087
www.cityofstreetsboro.com