

Part-time Law Director - Salary Range: \$62,000.00 - \$89,000.00

Responsibilities include:

- Part-time 24/hrs. per week
- 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 all meetings of Council and committees of Council.
- Attend 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.

Minimum Qualifications

- 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.

How to Apply

Employment application are available on the City's website. Completed employment application with resume and three professional references submitted by email

Slockhart-reese@cityofstreetsboro.com or via fax to (234) 284-9036