



Law Director

Application Deadline: Open until filled

(First review of applications will be Friday, April 19, 2024)

Apply Online:

<https://www.governmentjobs.com/careers/molineil/jobs/4338614/law-director>

Salary: \$128,003.20 - \$153,504.00 Annually

Characteristics of the Job

This position is responsible for a full range of legal services and serves as principal legal specialist of the city including developing, analyzing and providing appropriate factual and policy background information; policy liability actions; representation of the city's interest as plaintiff in collection cases, small claims and tax foreclosures; contract, bond and other document preparation and review; council bill preparation and review; provides comprehensive verbal and written advice to the City Administrator, Mayor, City Council and its committees and other public officials and Directors upon request; ensures proper conducting of public meetings and public hearings; attends all regular and special meetings of the city council; examines all assessment and tax lists and represents the city in all special assessment proceedings; supervises prosecution of ordinance violators; supervises legal division staff in all matters; represents city's interest as complainant in liquor license administrative hearings; supervises Freedom of Information Act requests; reviews pending legislation and new laws; and performs other duties as required. The position is appointed by and reports to the City Administrator.

Examples of Duties

Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Coordinate with Corporation Counsel and compliment outside legal services.

Respond orally and/or in writing to requests for legal advice.

Supervise legal division staff.

Prepare or review council bills and agendas.

Prepare or review contracts.

Attend and assist the City Administrator, City Council and Mayor at all City Council meetings.

Monitor and supervise the prosecution of ordinance violators.

Monitor and supervise the investigation, review and enforcement of city technical codes and other codes of the city.

Provide advice to the City Administrator on customer service, responsive community relations and policy matters coming before City Council.

Oversee the administration of City policies and labor contract provisions, on behalf of the City Administrator.

Assist the City Administrator in the preparation, development and implementation of the organization's strategic planning process.

Provide assistance to the City Administrator on special projects as assigned.

Ensure that all the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Hire, transfer, suspend, lay-off, recall, promote, discharge, direct, evaluate, reward and discipline employees, adjust employee grievances or recommend any of these actions.

Other duties may be assigned.

Required Training and Experience

Graduation from a law school of recognized standing and extensive experience as a practicing attorney in general law; work experience in municipal law desired; must be knowledgeable in municipal law; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Extensive knowledge of local, state and federal law and court decisions including those which affect municipalities; principles, methods, materials, practices and references utilized in legal research; principles of criminal laws and the methods and practices of drafting complaints; general municipal laws, including but not limited to, urban planning, zoning, annexation, employment law, labor law, municipal code enforcement, worker's compensation and risk management, etc.; and knowledge and education which enables the candidate to perform as required.

Excellent skill in public, employee and labor relations and in maintaining effective working relationships; making public presentations to a variety of community organizations; written and oral communications; completing accurate financial and operational information reports, specifically budgeting and financial reporting; contract administration; and operating Microsoft Office software programs.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; read, analyze and interpret complex documents such as policies, regulations, instructions, procedure manuals, diagrams, schedules and labor agreements; effectively present information and respond to questions from managers, employees, elected officials, other attorneys and the general public; participate in labor contract negotiations; analyze, appraise and organize facts, evidence and precedence to ascertain the determining aspects of cases and to present such material in a clear and logical form; determine alternative courses of action and the impacts of such courses of action and direct and indirect results expected in such choices; present and argue cases in court and to handle

unanticipated problems smoothly; work and produce under pressure and in compliance with all appropriate deadlines; self-start and work without constant supervision while exercising independent judgment; and manage and supervise various other employees in a trade or profession.

Licenses and Certifications

Valid Illinois driver's license or equivalent.

License to practice law in the State of Illinois or ability to obtain prior to beginning work and maintain same.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and occasionally required to stand, walk and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet.

EQUAL OPPORTUNITY EMPLOYER