



CITY OF KENT JOB DESCRIPTION

DIRECTOR OF LAW

Department: Law
Exempt, Unclassified

Reports to: City Manager
Updated: January 2018

SUMMARY DESCRIPTION

The Director of Law, pursuant to the Charter of the City is responsible for serving as the chief legal advisor to the Council, the Manager and all City departments, offices, commissions and agencies, and shall represent the City in all legal proceedings. This position is further responsible for performing any other duties prescribed by the City Charter or by ordinance of the City.

The Director of Law is a key member of the senior leadership team for the City and participates and contributes in City operational procedures and strategic policy decisions on an ongoing basis. This full time position performs a variety of legal duties including, preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; receives and reviews claims and lawsuits against the City and recommends settlement; provides written and oral legal opinions to departments and employees of the City; and prepares for and participates in court hearings, arbitration and trials on behalf of the City. The Director of Law also attends all Council meetings. At the direction of the City Manager, this position would serve as Acting City Manager in the Manager's absence.

ESSENTIAL FUNCTIONS

- 1) **Contract law:** Knowledge of contracts that may include construction law, labor law, employment contracts, vendor contracts, inter-government agreements, and other miscellaneous contract items.
- 2) **City Council operating procedures:** Drafting ordinances/resolutions, a working knowledge of Robert's Rules of Order, vote requirements for passage of issues, suspension of rules and readings, time deadlines, budget requirements, and personnel position allocation guidelines.
- 3) **Worker's Compensation:** Working knowledge of the steps in the process and the requirements in the case of an injured worker.
- 4) **Unemployment Benefits:** A working knowledge of the processes for collecting unemployment.
- 5) **Eminent Domain:** Understand the processes for eminent domain actions. Including all of the steps to get through the Court process successfully.

- 6) **Public open meeting laws:** Working knowledge of the rules and regulations for public meetings and for executive sessions.
- 7) **Public Records laws:** Knowledge of public records laws and record retention policies. Including providing responses to public records requests.
- 8) **Employment/Labor law:** Working knowledge of employment law for hiring, discipline, and termination of employees, plus benefit eligibility. Including some of which are governed under collective bargaining agreements.
- 9) **Zoning Law:** Understanding of current zoning laws including code development, amendments, and enforcement
- 10) **Code Enforcement:** Enforcement of the zoning, health, building, housing, fire and criminal codes.
- 11) **Personal Injury/Insurance laws:** Ability to process claims that may include items like accidents, injuries, and property damage. Knowledge of the government immunity laws for the State of Ohio and insurance coverage.
- 12) **Utility Laws:** Knowledge of utility laws impacting City utilities including water, sewage, recycling, solid waste; and outside utilities such as telecommunications, electric and gas. This can also include interactions with the railroads.
- 13) **City Charter and Code:** Understand the City Charter and how amendments are made to the Charter.

WORKING CONDITIONS

The working environment involves exposure to conditions generally found in an office setting; frequent interaction and verbal communication with City staff and the general public. Primary functions require use of office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics. Sufficient physical ability and mobility are needed to work in an office setting, including standing or sitting for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movements and fine coordination; and to travel to other locations using modes of private and commercial transportation.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Requires considerable knowledge of local, state, and federal laws, regulations, and procedures relating to the duties of a municipal attorney and the organization, operations, and procedures of local government. Requires some knowledge of policies and practices of municipal law and public administration and office administration, record keeping and automated office systems and procedures. Ability to review draft contracts, memorandum of law, and formal legal opinions. Capability to establish and maintain effective harmonious working relationships with city officials and departments, state agencies, and the public. Ability to establish and maintain record keeping systems and financial budgets. Able to communicate effectively in writing and orally. Ability to delegate responsibility and work well with subordinates. Capacity to work effectively

under time constraints and meet deadlines. Ability to represent the City effectively and to negotiate and arbitrate. Excellent planning and organizational skills to handle a wide variety of matters at one time. Considerable skill in analyzing, appraising, and organizing facts, evidence, and precedents concerned in cases and legal problems. Strong supervisory and interpersonal skills. Proficient computer skills, including legal research. Must be willing to take on additional duties as assigned.

NECESSARY EDUCATION, TRAINING, AND EXPERIENCE

This position requires a Juris Doctorate degree or Bachelor of Law degree from a certified school of law plus certification by the Ohio Bar Association to be a practicing attorney in the State of Ohio; must have a thorough knowledge of federal, state, and municipal laws pertaining to municipal regulations; must have extensive knowledge in the prosecution of criminal cases; must have an ability to supervise other employees.

At least five (5) years of experience as a practicing attorney within the State of Ohio, and preferably within the Portage County area is desired. Preferred skills would be to have served at least one year as an assistant law director for a municipality; or any equivalent certification, experience or training which provides preferred knowledge, skills and abilities mentioned above.

SPECIAL REQUIREMENTS

Possession of a valid State of Ohio driver's license and driving record sufficient to meet the City's insurance carrier requirements.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignments to the position.

The job description does not constitute an employee contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, or status as a covered veteran in accordance with applicable federal, state, and local laws.