



JOB POSTING - September 9, 2016

Assistant City Solicitor - Full Time - Law Department

Position Summary: Performs professional, administrative, and supervisory work in accordance with Section 2-156 of the City of Holyoke Code of Ordinances. Serves as legal counsel for the City of Holyoke.

Essential Functions: The Assistant Solicitor is assigned to the City Council and advises the City Council on policies and procedures and answers legal questions. Drafts ordinances, charter amendments, and special legislation. Attends City Council, Ordinance Committee, and other committee meetings. Conducts research of state and federal law, regulations, case law, and provisions of the City Charter and Code of Ordinances and provides legal advice or opinions to solicitors, city departments, officials, employees, and boards or commissions. Attends City board, commission, and other meetings at the request of city officials to offer legal advice. Researches and prepares documents for acquisition and disposition of property by the City, the Holyoke Redevelopment Authority, and the Holyoke Economic Development Industrial Corporation. Researches titles and ownership of properties in the Registry of Deeds. Drafts and reviews contracts, agreements, legal forms, memorandum of law, and other legal documents. Assists with and/or appears and represents the City in lawsuits filed against and by the City in Housing Court, District Court, Superior Court, Federal Court and State Administrative Bodies and conducts preparation including analysis, research, briefing, negotiating, motions, oral arguments, and communications. Executes trial or full hearing before judicial body. Investigates and responds to records requests, claims, and demands. Assists with functions of the Solicitor and other Assistant Solicitors including litigation matters, employment matters, and collective bargaining matters referred to the Law Department by the City Council and Committees. Reviews policies and procedures of city departments for legal compliance. Assists in execution of long-term projects and initiatives. *The essential functions or 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 a logical assignment to the position.*

Knowledge, skill, abilities, and abilities required: Requires considerable knowledge of local, state, and federal laws, regulations, and procedures relating to the duties of an Assistant City Solicitor and of 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 learn and understand a variety of governing state and federal law, local ordinances, and the City Charter. Ability to review and draft contracts, memorandum of law, and formal legal opinions. Ability to establish and maintain effective and harmonious working relationships with city officials and departments, state agencies and the public. Ability to establish and maintain record keeping systems. Able to communicate effectively in writing and orally. Ability to delegate responsibility and work well with subordinates. Ability to work effectively under time constraints to 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 and research in the Registry of Deeds.

Experience required: At least three years of experience as an attorney for a municipality or government agency, in civil litigation, or as in-house counsel, or any equivalent combination of education and experience.

Education, certification, or licensure required: Juris Doctorate from accredited law school. Must be a licensed attorney in Massachusetts and a member in good standing of the State Bar.

Supervision: Works under the broad policy guidance of the City Solicitor. Position is appointed by the City Solicitor with approval of the Mayor and the City Council President. Exercises independent judgment and initiative in the planning, administration and execution of services, and in the interpretation and application of laws, regulations, and procedures. Performs a variety of responsible functions in accordance with state statutes and local ordinances. Works independently without daily supervision on responsibilities. Supervises Associate Solicitors and support staff.

Job Environment: Work is performed under typical office conditions. Regularly required to work outside normal working hours, for instance, to attend evening meetings of the City Council. Operates computer, telephone, and other standard office equipment. Makes frequent contact with attorneys, the Mayor, city councilors, other elected officials, city employees, and others performing work for the City. Has access to confidential material related to various legal cases. Errors could result in monetary loss, reduced levels of service and delay in the provision of services and could have significant legal and/or financial repercussions for the city.

Physical Requirements: Regularly required to walk, stand, sit, talk, and hear. Pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods. Must be able to communicate orally and in writing. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Full Time (Monday – Friday, 8:30 a.m. to 4:30 p.m.); regular attendance at City Council and committee meetings after hours.

Fair Labor Standards Act (FLSA) Status: Exempt (salaried)

Pay Rate: \$49,084-68,070 per year (DH 22), paid biweekly;

Employee Benefits: City of Holyoke

Please send a letter and your resume by Friday, October 7, 2016 by email only (Personnel@Holyoke.org) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke MA 01040. **The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**