

OHIO

HUDSON



JOB OPPORTUNITY

City Solicitor

Current Salary Range: \$98,695 - \$156,873

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

Provides highly responsible professional legal representation and advice to City Manager and elected and appointed officials; provides legal assistance with land development matters; negotiates, prepares and/or reviews City contracts, ordinances, resolutions and other documents; attends Council meetings and Boards and Commissions Meetings; interprets and advises with respect to local, state, and federal laws and policies; provides zoning and property maintenance code enforcement advice; provides guidance on employment matters; reviews and advises the City regarding litigation; and provides guidance on various procedural matters. Telecommuting is available.

Minimum Qualifications

Work requires a Juris Doctor Degree and license to practice law in the State of Ohio. At least five years' of increasingly responsible experience in the practice of municipal and/or other governmental law. Candidate must be able to successfully complete a background investigation and post-offer physical examination to include drug screening.

How to Apply

Employment application forms may be viewed and printed [here](#). Completed employment application must be submitted either by email to HumanResources@hudson.oh.us or via fax to (330) 342-1794. **Individual legal professionals and law firms are encouraged to apply.** Please put in the email subject line City Solicitor. **Completed application with resume and three professional references must be received no later than 4:00 p.m. on Friday, February 16, 2024.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 01/22/2024

City of Hudson, Ohio
CITY SOLICITOR

FLSA Status: E

Class Code: Non-bargaining

Updated: 10/31/2022

CLASS SUMMARY

Provides highly responsible professional legal representation and advice to City staff and elected and appointed officials; provides legal assistance with land development matters; negotiates, prepares and/or reviews City contracts, ordinances, resolutions and other documents; interprets and advises with respect to local, state, and federal laws and policies; provides zoning and property maintenance code enforcement advice; provides guidance on employment matters; reviews and advises the City regarding litigation; and provides guidance on various procedural matters. Duties require the exercise of extensive independent judgment. Duties may include criminal prosecutorial work. Supervises staff as directed by City Manager. Work is performed under the general direction of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Develops or assists in the development of City legislation to include resolutions and ordinances, and City staff policies; provides legal advice, counsel and assistance to the City Council, City Manager, department heads, boards, commissions, committees and other officials of the City government in relation to their duties and the business of the City.

Prepares for and attends administrative board, commission, Council and citizen committee meetings, and Council workshops as requested by the City Manager; reviews written materials concerning issues pending before Council, boards and commissions; prepares legal legislative-related memoranda for Council and follows up on questions or concerns expressed by Council members or members of the community at these meetings.

Represents the City (and its officers, agents and Council members) at meetings of, or in negotiations with, other governmental agencies, boards, commissions.

Prepares legal opinions on City matters by performing research, drafting, and including extensive analysis when needed.

Negotiates, structures, drafts and/or reviews contracts or other legal documents by or on behalf of the City.

Determines and applies legal principles and precedents to problems and issues.

Reviews and advises the City regarding litigation naming the City as a party and when requested, prepares for and represents the City in litigation and legal matters such as torts, insurance and immunity issues, land use and development issues, matters involving state and federal agencies, public funding, regulatory issues and public improvement projects.

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Supervises and directs outside special legal counsel that is retained to represent the City in litigation or legal matters.

Prosecutes, or supervises the prosecution of violations of City ordinances including, but not limited to, traffic and general offenses, zoning ordinances, land use ordinances, license violations and permit violations.

Must provide good managing skills on legal matters and timely responses to inquiries.

Prepares a department budget and oversees its annual expenditures.

Supervises a Prosecuting Attorney and/or Assistant Solicitor.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must establish and maintain effective working relationships with superiors, colleagues, co-workers, City officials, and the general public.

Must have regular, reliable and punctual attendance and comply with City rules and policies.

Performs other related duties as directed or assigned by the City Manager.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics 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 regularly required to sit, stand, walk, talk and hear.

The employee is regularly required to operate standard office equipment. The employee must occasionally lift and/or move up to 15 lbs.

While performing the duties of this job, the employee is normally not exposed to outside or adverse weather conditions. The noise level in the work environment is usually quiet.

Ability to see well enough to do extensive reading of specialized and/or technical information.

Ability to hear well enough to converse by telephone and in person.

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MINIMUM QUALIFICATIONS

Work requires possession of a Juris Doctorate Degree and license to practice law in the State of Ohio.

At least five (5) to ten (10) years' of increasingly responsible experience in the practice of municipal and/or other governmental law and the following knowledge, abilities and skills:

- Knowledge of legal research principles and practices and established precedents.
- Knowledge of litigation rules, practices and procedures.
- Knowledge of economic development matters.
- Knowledge of City Code and Charter provisions, with particular reference to municipal legal provisions and of municipal law in areas that include zoning, subdivision and land use/planning matters, utility issues, personnel and labor law, local tax issues, City contracts and contractual matters related to development issues, procurement of goods and services, lease and purchase of real property interests and easements, public records law, ethics and conflict of interest issues, litigation, local inter-governmental agreements and legislation preparation and amendment.
- Knowledge of relevant federal, state and local laws affecting operation and function of City government.
- Ability to communicate effectively, both verbally and in writing.
- Superior writing skills, both analytically and grammatically.
- Ability to organize, interpret and apply legal principles and knowledge to complex legal problems.
- Ability to perform litigation preparation and trial of all types of cases that the City may become involved in and to present litigation material and information clearly and logically in oral or written form.
- Ability to meet and effectively deal with persons interested or involved in disputes with the City.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

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- Knowledge of standard office procedures, practices and equipment; the ability to utilize basic computer functions and quickly learn legislative software programs.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

License to practice law in the State of Ohio.