

— O H I O —

HUDSON

The logo for the City of Hudson, Ohio, featuring a blue circular emblem with a white building facade and a clock tower.

JOB OPPORTUNITY

Assistant City Solicitor

Current Salary Range: \$79,123 - \$125,985 (depending upon qualifications)

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

Performs highly responsible professional legal representation and provides advice to City staff and appointed officials; provides assistance with subdivision and easement review and preparation; preparation and review of City contracts, ordinances, resolutions and other documents; interpretation of various ordinances and policies; zoning and property maintenance code enforcement advice; and guidance on various procedural matters. Duties require the exercise of extensive independent judgment.

Minimum Qualifications

Work requires a juris doctor degree and license to practice law in the State of Ohio. 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

A full position description can be found at <https://www.hudson.oh.us/HumanResources>. Employment application forms may downloaded [here](#). Please return completed employment application along with cover letter and resume to email HumanResources@hudson.oh.us or via fax to (330) 342-1794. Please put in the email subject line Assistant City Solicitor. **Completed application with cover letter/resume must be received no later than 4:00 p.m. on Monday, October 23, 2023.** 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: 09/27/2023

City of Hudson, Ohio
ASSISTANT CITY SOLICITOR

FLSA Status: E

Class Code: Non-bargaining

Updated: 09/27/2023

CLASS SUMMARY

Performs highly responsible professional legal representation and provides advice to City staff and appointed officials; provides assistance with subdivision and easement review and preparation; preparation and review of City contracts, ordinances, resolutions and other documents; interpretation of various ordinances and policies; zoning and property maintenance code enforcement advice; and guidance on various procedural matters. Duties require the exercise of extensive independent judgment. Duties may include criminal prosecutorial work. Work is performed under the general direction of the City Manager and the City Solicitor.

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 Solicitor, City Council, City Manager, department heads, boards, commissions, committees, and other City officials in the execution of their duties and City business.

Prepares for and attends administrative board, commission, Council, and citizen committee meetings, as requested by the City Manager and City Solicitor, and reviews relevant materials for issues pending before these bodies.

Drafts legal legislative-related memoranda for Council and addresses questions or concerns expressed by Council members or community members during meetings, which may occur outside of regular business hours.

Assists with the preparation of legal opinions on City matters by conducting research and providing thorough analysis when necessary.

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

Applies legal principles and precedents to resolve complex problems and issues.

Represents the City in litigation and legal matters when required, 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.

May prosecute violations of City ordinances including, but not limited to, zoning ordinances, land use ordinances, license violations and permit violations.

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Maintains a high level of customer service by consistently demonstrating courtesy, responsiveness, respect, and helpfulness in all interactions with staff, superiors and the general public.

Establishes and fosters 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 and/or the City Solicitor.

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.

MINIMUM QUALIFICATIONS

Work requires possession of a Juris Doctor (J.D.) degree and license to practice law in the State of Ohio.

Five years of increasingly responsible experience in the practice of municipal and/or other governmental law with preference for the following knowledge, abilities and skills:

- Legal research principles and practices, as well as established precedents.
- Litigation rules, practices and procedures.
- Knowledge of relevant federal, state, and local laws affecting the operation and function of City government.

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- Interpreting and drafting municipal Code and Charter provisions, and experience related to municipal legal provisions and of municipal law in areas including 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.
- Effective communication skills, 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.
- Proficiency in litigation preparation and trial of various case types the City may become involved in, with the ability to present litigation material and information clearly and logically, whether orally or in writing.
- Ability to interact effectively deal with individuals involved in disputes with the City.

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.