MUNICIPALITY OF NEW LEBANON

198 S. Clayton Road
New Lebanon, Ohio 45345-9636
937-687-1341-Main Office
937-687-1213-Fax

Village of New Lebanon, Ohio

Position: Law Director
Compensation: Negotiable based upon qualifications, experience, and scope of services.

Position Summary: The Village of New Lebanon seeks an Ohio attorney to serve as Law Director, appointed by Council under Charter Section 4.07 and serving as legal counsel to the Village, its officials, boards, and commissions.

Responsibilities:

- Attend Council meetings (first and third Tuesdays).
- Provide legal advice and opinions on municipal matters.
- Represent the Village in litigation and administrative proceedings, as appropriate, excluding matters handled by insurance-appointed or separately retained counsel.
- Advise the Village concerning public records, open meetings, employment matters, and other municipal legal issues.
- Research, prepare, and review ordinances, resolutions, contracts, agreements, and other legal instruments.

Qualifications:

- J.D. and active Ohio law license in good standing.
- Municipal law experience preferred.

To Apply: Send a resume and letter of interest, including proposed compensation, to:

Shannon Bemis, Acting Village Manager
sbemis@newlebanonoh.org

The Village of New Lebanon is an Equal Opportunity Employer.