

RESOLUTION NO. 35-02017

Amending the Position Description for Director of Law.

WHEREAS, City Council wishes to amend the position description for the position of Director of Law; and,

WHEREAS, it is necessary to amend the position description for the position of Director of Law to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Director of Law (Class Specification No. 226) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted June 5, 2017

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE: Director of Law	CLASS: 226
Department: Law	Title Originated: 2006
Date: June 5, 2017	
Reports To: City Manager	Revised: 2017

General Statement of Duties

Under the direction of the City Manager, the Director of Law serves as the chief legal advisor and attorney for the City and for its officers and departments in all matters relating to their official duties and powers. The Director of Law is responsible for the preparation, review and/or approval of contracts, documents pertaining to real property issues and public improvements, ordinances, resolutions and other written instruments in which the City is concerned. The Director of Law is responsible for oversight of all outside legal services, represents the City in all civil cases in which it is a party; and is involved in the City's land use management and economic development initiatives.

Essential Functions of the Position:

Serves as legal counsel to the City Manager, Assistant City Manager, all departments of the City, City Council, Municipal Planning Commission, the Board of Zoning Appeals, and all other commissions and boards of the City.

Attends all regular and special City Council meetings.

Attends regular and/or special City board and commission meetings as requested.

Drafts ordinances, resolutions and contracts to be made or entered into by the City upon request of the City Manager, and approves the form of such instruments.

Provides legal advice to City officials as necessary.

Oversees contract for prosecutorial services in Mayor's Court and municipal court.

Oversees contracts for all other needed outside legal services including bond counsel and personnel/labor counsel.

Responds to City Manager and Staff inquiries.

Attends meetings and discussions with City, County, State and Federal officials and other governmental officials.

Attends meetings with the development community and staff.

Reviews and approves all contracts, ordinances, and resolutions.

Reviews and approves written correspondence as necessary.

Responsible for the prosecution or defense in all civil suits or cases in which the City may be a party.

Performs all legal services incident to public improvements and the issuance of notes and bonds in payment thereof or makes arrangements for the hiring of special counsel.

May assist with negotiations and other issues involving the City's collective bargaining agreements and may assist with employee discipline and termination issues

Knowledge, Skills and Abilities:

Thorough understanding of Home Rule, Title VII of the Ohio Revised Code, the statutory law of Ohio relating to Municipal Corporations; other statutes of the state and federal governments relating to municipal law; case decisions relating to municipalities; and the Codified Ordinances of the City of Worthington.

Ability to collect information, plan, organize, develop and prepare detailed reports, and correspondence.

Strong oral and written communication skills.

Ability to establish and maintain effective working relationships with the public, City officials, and other City employees. Shows respect for broad and diverse opinions and attitudes.

Ability to conduct accurate legal research and to prepare legal opinions.

Ability to effectively prepare and conduct litigation on behalf of the City.

Ability to provide concise and accurate information regarding complex issues.

Experienced and effective negotiator with demonstrated skill and success in managing and structuring agreements and working relationships.

Minimum Requirements of the Position:

Must be an attorney-at-law in good standing and admitted to the practice of law in the State of Ohio. Five years of experience working with an Ohio municipal corporation on local government issues.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 35-2017; Effective June 5, 2017