

TOWN COUNSEL

The Town of Falmouth is accepting applications for Town Counsel. This position occupies a position of responsibility and trust requiring the highest ethical standards, discretion, and judgment. Reporting to the Town Manager, this position is a key advisor to town officials and represents the town in litigation before courts and regulatory agencies.

Responsibilities include: Advises town officials and boards on legal issues arising from the conduct of town business; interprets local, state and federal laws and statutes and state and federal court decisions; represents the town in legal proceedings and quasi-judicial or administrative proceedings before courts and regulatory agencies. Reviews and approves as to form all town contracts with vendors, consultants and contractors. Provides advice to town officials on recent developments in the law pertaining to functional areas. Renders legal opinions on conflict-of-interest law, open meeting law and public records law. Assists town officials with the development of municipal policy. Resolves disputes between town boards and departments. Prepares articles for town meetings and provides assistance to the Moderator and the Town Clerk at town meetings. Serves as a member of the bylaw and charter review committees; reviews and interprets the charter and bylaws for town officials. Serves as legal advisor to various town boards and performs other duties as required by law and town charter.

Juris Doctor Degree; member of the Massachusetts Bar; seven years of experience including experience in municipal law; or an equivalent combination of education and experience. Knowledge of municipal law, and all related subjects; knowledge of court procedures; knowledge of municipal government and intergovernmental relations. Annual salary is \$109,166-\$142,417 commensurate with experience.

Full job description, employment application and instructions for applying can be found at [Falmouth Job Opportunities](#). Applications accepted until position is filled with a preliminary review to take place on September 13, 2021. The Town of Falmouth is proud to be an EEO/AA employer

<https://ma-falmouth.civicplushrms.com/CareerPortal/JobDetail.aspx?RequisitionId=82402&SourceId=6834>