

The **City Solicitor** is the chief administrator of the City's Law Department and oversees the provision of legal services to the Mayor, City Council, all City departments, boards and commissions. The City Solicitor occupies a position of responsibility and trust requiring the highest ethical standards, solid judgment, discretion, and professionalism. The City Solicitor is a member of the City's executive leadership team.

The current composition of the Law Department includes the City Solicitor position, a Deputy City Solicitor, a Chief Labor Counsel, three Assistant City Solicitors, two Paralegals and a Legal Administrative Assistant.

### **Essential Functions:**

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Superintends the work of all Law Department staff, including Assistant City Solicitors, paralegals, and outside counsel.
- Meets with and advises the Mayor, City Council, department heads and most boards and commissions.
- Oversees the Law Department's active litigation caseload from intake to conclusion before state and federal courts, independent arbitrators, and various administrative agencies, including but not limited to the Civil Service Commission, DLR, MCAD, JLMC, ABCC and DALA.
- Conducts legal research and drafts opinions on legal issues for the Mayor, City Council, all City departments, boards and commissions.
- Appears before the City Council and its committees as well as City boards, committees and commissions, as requested.
- Reviews, negotiates and signs off on all City contracts.
- Provides legal risk assessment and management in all areas of City operations.
- Provides advice and opinions related to the compliance obligations of the City, its employees and elected officials.

- Oversees the negotiation of all labor contracts, as well as grievances and arbitrations, for the City with all city labor unions, as conducted by labor counsel, assistant city solicitors and/or outside counsel.
- Manages claims against the City and seeks collection on claims on behalf of the City.
- Drafts or updates as necessary, ordinances, Home Rule Petitions, resolutions, rules and regulations and policies and procedures.
- Advocates for passage of the City's state legislative initiatives.
- Interacts and works closely with City department heads to advise on legal aspects of City work.
- Prepares and oversees the administration of the department's annual operating budget.
- Serves as the City's Records Access Officer in responding to public records requests.
- Serves as the City's official Keeper of Record for all documents in the Law Department.
- Must be reasonably available to respond to the Mayor and other appropriate city staff during non-working days and hours.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Juris Doctor degree with more than ten (10) years prior work experience preferably in a municipal law department or municipal law practice; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have experience in a fast-paced, high-volume environment, a demonstrated ability to multitask and appropriately prioritize work amongst many high priority items and experience advising executive leadership in complicated situations.

**Special Requirements:**

A member in good standing of the Massachusetts Bar and to the U.S. District Court for the District of Massachusetts. Admission the U.S. First Circuit Court of Appeals is desirable but not required.

**Knowledge, Abilities and Skills:**

**Knowledge:** Thorough working knowledge of relevant city, state and federal laws, regulations, court cases and administrative body decisions relevant to serving the needs of an urban municipality such as Somerville. Working knowledge of municipal organization structure and municipal services. Working knowledge of legislative processes.

**Abilities:** Excellent abilities in organization, communication, both oral and written, as well as critical analytical and managerial skills. Ability to manage multiple tasks in a detailed and accurate manner. Strong administrator with ability to manage law department budget, oversee/supervise employees and develop, implement and monitor the effectiveness of a wide range of legal services. Ability to work effectively with confidential information. Ability to work effectively with disgruntled employees and members of the public. Ability to interact effectively with government officials at all levels.

**Skill:** Excellent people skills. Sensitivity to the political dynamics of the City. Effective data processing skills including the application of word processing and spread sheet applications. Excellent listening skills. Must possess necessary computer skills to function in a typical law office environment as well as with software programs regularly used in Somerville city government

**Work Environment:**

The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions

are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

### **Physical and Mental Requirements**

The physical demands 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 position's essential functions.

### **Physical Skills**

Little or no physical demands are required to perform the essential functions of this position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.).

### **Motor Skills**

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a phone system or a personal computer.

### **Visual Skills**

Visual demands include constantly reading documents for general understanding and analytical purposes.

**Hours:** Full-Time

**Salary:** \$151,540.50 annually + benefits (negotiable based on experience and credentials)