



City of Gloucester

Notice of Position Vacancy

In-House Posting

Date of Notice: December 12, 2022

Position: Assistant General Counsel

Location: City of Gloucester, 9 Dale Avenue

Reports To: General Counsel

Position Status: Full time, 35 hour per week

Benefits: Yes

Position Description: See attached

Civil Service: Exempt

Bargaining Unit: n/a

Qualifications: See attached

Pay Grade: M9 (\$89,154.09 - \$112,012.39)

Contact: Human Resources Department
9 Dale Avenue, Gloucester, MA 01930
jobs@gloucester-ma.gov
(978) 281-9742

Respond on or Before: December 19, 2022

This In-House posting is provided as a courtesy to internal candidates, whose qualifications will be reviewed along with those of external candidates. All city management positions will be filled solely on the basis of qualifications.

AA/EOE

CITY OF GLOUCESTER

Job Description

Title: Assistant General Counsel/City Solicitor
Department: Legal
Supervisor: General Counsel/City Solicitor
Grade: M9 **Civil Service:** Exempt **Union:** N/A

Responsibilities:

The Assistant General Counsel provides full municipal legal services to City of Gloucester departments, as assigned by General Counsel. As a professional lawyer, this position uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

Duties:

- Advises and counsels elected officials, boards and commissions and city employees on day to day matters which may include but not limited to general municipal law issues, land use, construction and contract law, employee and labor issues, public records law, and the open meeting law.
- Represents the City in state and federal court and before administrative agencies.
- Conducts legal research, and tracks trends on topics related to municipal law.
- Negotiates, interprets, and enforces contracts, collective bargaining agreements, land use permitting documents, and real estate instruments.
- Reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature.
- Develops, drafts and reviews City policies, regulations and ordinances.
- Researches, drafts and furnishes a legal opinions on any subject relating to or affecting city officials
- Performs additional professional duties that may be assigned by General Counsel/City Solicitor.
- May appear before the City Council, and various boards and commissions when requested.

Work Environment:

In person full time attendance at work in City Hall is required for the position.

Travel may be required for meetings, court, and other City related matters.

Work in addition to normal business hours may be required to attend evening meetings.

Education and Experience:

- Juris Doctor degree with more than three (3) year's work experience preferably in a municipal law department or municipal law practice; or equivalent combination of education, training and experience which provides the required knowledge skills and abilities to perform the essential functions of the job.
- Admitted to the Massachusetts Bar and in good standing.
- Within six months of date of hire, admitted to U.S. District Court for the District of Massachusetts and in good standing.
- Knowledge of city, state, and federal laws, regulations, court cases and administrative body decisions relevant to municipal law.
- Experience in municipal law, land use and environmental law, and/or labor and employment law in the public sector.
- Knowledge of civil procedure and the rules of evidence.
- Excellent skills 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.
- Ability to interact effectively and develop a rapport with government officials at all levels, employees, and the public in a confidential and professional manner.
- Valid Massachusetts Driver's License required.