



City of Parma Heights Position Description

Position Title:	Law Director		
Department:	Law		
Civil Service:	Unclassified	Exempt / Non-Exempt:	Exempt
		Exempt Category:	Executive

General Purpose for Job:

To provide legal counsel to the Mayor and City Council as well as administrative direction and oversight to the Law Department

Supervises:

- Supervises: Assistant Law Director, Prosecutor & Legal Assistant

DUTY GROUP

Legal

- Act as legal counsel for Mayor, City Council, administrators, boards and commissions
- Research and prepare legal opinions, as requested
- Attends meetings; providing legal information and participating in discussions
- Interpret and ensure adherence to applicable federal, state and local laws, ordinances, regulations

Department Administration

- Establish department's short and long-term goals and objectives, conferring with the Mayor, other City officials and administrators, staff and/or citizens as necessary
- Develop and implement department programs and services necessary and/or desirable to the City's residents
- Direct the operations and personnel of the department
- Interpret and ensure adherence to applicable federal, state and local building codes, ordinances, regulations and laws
- Develop and administer the annual budget for the department
- Work cooperatively with other City departments to meet goals, support the department mission, and serve the citizens
- Conduct and/or attend and actively participate in meetings as needed or required
- Process, analyze and summarize information in order to prepare reports, correspondence on behalf of the Mayor, etc.
- Respond to emergencies and special requests

Personnel Management

- Review application materials; select interviewees and personally conduct interviews
- Schedule employees for work and assign tasks
- Monitor employee progress and compliance with departmental and city-wide policies and procedures
- Review employee record of time worked to verify accuracy. Maintain files of employee documentation including requests for leave and copies of employee time reports, disciplinary actions and performance evaluations
- Counsel employees regarding performance issues
- Investigate and recommend discipline in response to employee misconduct
- Ensure effective communication of information to all employees

Miscellaneous

- Attend and actively participate in meetings as required (e.g., department managers' meetings, City Council meetings)
- Maintain and increase knowledge and skill through attendance at meetings, conferences, training seminars and in-service training sessions

MINIMUM EDUCATION AND EXPERIENCE

Education: Juris Doctorate and license to practice law in the State of Ohio.

Experience: Five years full-time practice of law. Municipal law experience is highly desirable.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state and local laws
- Civil and criminal law and procedures
- Court procedures and protocol
- Case management methods
- Legal document preparation
- Business and management principles involved in strategic planning, budget development, resource allocation and supervision
- Principles and practices for staff recruitment, selection, training and evaluation
- Standard office equipment including computers and related software
- Department, division, and City policies and operating procedures'

Skill and Ability to:

- Manage the activities and personnel of a department
- Allocate funds based upon availability and department need
- Direct, motivate and develop people as they work

- Develop and maintain effective working relationships with supervisor, co-workers and others
- Communicate effectively with others both verbally and in writing
- Interpret and apply laws, regulations and policies
- Persuade, negotiate and resolve conflicts
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understand the implications of new information for both current and future problem -solving and decision -making
- Evaluate department success and employee performance against established standards; enacting changes as needed
- Work within budgetary, procedural and/or policy guidelines and constraints
- Prepare accurate and concise reports
- Direct the daily work of others and ensure that work is accomplished
- Identify employee performance below established standards and confer with employee to achieve improvement

License or Certification Required:

- Current, valid license to practice law in the State of Ohio

Physical Demands:

- Frequent bending, standing, walking, climbing stairs, stooping and lifting light to moderate weight (2-19 pounds).

Scheduling Demands and Constraints:

- The Law Director works a variable and flexible schedule dependent on meeting times, court appearances, etc