



## HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 711 or 800-253-0191

### ASSISTANT CITY ATTORNEY

#### City Attorney Department

POSTING DATE: July 20, 2015

DEADLINE TO APPLY: Open Until Filled

PAY RANGE: \$69,936 – \$78,084 DOE

CLASSIFICATION: 24

EXEMPT/NON-EXEMPT: Exempt

POSITION STATUS: Regular FT

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for providing assistance to the City Attorney in providing general legal counsel to the Mayor, City Council and City Departments. This position may also be responsible for enforcing City ordinances, regulations and bylaws and representing the City in civil and criminal litigation cases.

#### **Essential Job Functions as Assigned by the City Attorney and Subject to Supervision by the City Attorney, an Assistant City Attorney shall:**

- Act as an assistant corporation counsel and city attorney for the City of Burlington;
- Conduct thorough and accurate legal and policy research and analysis; Develop legal opinions and provide general policy advice to City Council, the Mayor and City Departments, as requested;
- Draft and/or review legal documents (including agreements and contracts), ordinances, and other rules and regulations as required;
- Coordinate and review public records responses and production and provide advice concerning open meeting law compliance;
- Negotiate and prepare documents for real estate transactions and provide legal advice relating to development activities involving the City;
- Periodically, enforce City ordinances, regulations and City bylaws as in Vermont courts;;
- Provide legal advice to city administrative agencies concerning contested cases, as well as the implementation and development of ordinances, regulations, or policies; Represent the City in litigation before state and federal courts and administrative agencies; including all aspects of pleadings, discovery, negotiation, settlement, trial, and appeals;
- Assist in representing the City in legislative or lobbying activities;
- Provide staff support to City Council committees and other public bodies.

#### **Qualifications/Basic Job Requirements:**

- Law degree required
- License to practice law in the State of Vermont required
- Admission to the Vermont Supreme Court and if not yet admitted, eligible for admission to the U.S. District Court and Second Circuit Court of Appeals required
- Minimum of six years of legal experience preferred, with substantial experience in Vermont
- Excellent communication skills, both oral and written, including efficient public speaking and coherent, well-organized writing
- Ability to establish effective relationships with City officials, colleagues, and members of the public
- Ability to work effectively in an advisory capacity with diverse groups of people
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to conduct and accurately analyze legal research thoroughly and efficiently
- Ability to draft memoranda, litigation documents, agreements, new ordinances and policy initiatives as directed effectively and accurately
- Experience in efficient handling of electronic records
- Interest in and ability to analyze and make recommendations on policy initiatives

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume to:** Human Resources Department, 179 South Winooski Avenue, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145. Visit our Web site: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**