



VILLAGE ATTORNEY

Department: Law

FLSA: Non-Union Exempt

Pay Grade: 13

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Village's Law Department; to coordinate assigned activities with other Village departments and outside agencies; and to provide highly responsible and complex administrative support to the Village Manager, President and Board of Trustees.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Village Manager, President and Board of Trustees. Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Assume full management responsibility for all Law Department services and activities including legal advice, prosecution and documentation; recommend and administer policies and procedures.
2. Manage the development and implementation of Law Department's goals, objectives, policies, and priorities for each assigned service area.
3. Establish, within Village policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Law Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to

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identify and resolve problems.

5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Select, train, motivate and evaluate Law Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the Law Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate
8. Explain, justify and defend Law Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
9. Represent the Law Department to other Village departments, elected officials and outside agencies; coordinate Law Department activities with those of other departments, outside agencies and organizations.
10. Coordinate and draft ordinances, resolutions and agreements for regular Village Board meetings.
11. Oversee and direct efforts to collect debts due to the Village for utility service, damage to Village property claims, licenses, permits and other services rendered by the Village.
12. Provide staff assistance to the Village Manager, President and Board of Trustees; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Provide staff support to assigned boards and commissions.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a public legal office.
- Policies and procedures of legal prosecution.

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- Courtroom procedures.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Basic computer operation and functions.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff Develop and enforce legal documents and contracts.
- Utilize the legal system to support Village goals and objectives.
- Defend the Village during court room proceedings.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the Law Department.
- Identify and respond to community and Village Board issues, concerns and needs.
- Develop and administer, departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.



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- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*
- Sustain cognitive abilities that enable the potential for *making sound decisions*
- *Demonstrating Intellectual capabilities*

Experience and Training Guidelines

Experience: Seven years of increasingly responsible experience in municipal or related government law, including trial experience. **AND**

Training: Equivalent to a Juris Doctorate (JD) from an accredited law school. **AND**

License or Certificate: Membership in the State Bar of Illinois.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.