

Middletown, CT Job Description

Classification Title	General Counsel
Job Code	
Department	Office of General Counsel
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to act as Chief Legal Advisor to the City of Middletown, its employees and officials in the interpretation of legal instruments and to represent the City in all legal matters. ~~Position oversees property and casualty, worker's compensation and employee health benefit insurance programs and monitors special counsel and insurance hired defense counsel in litigation and arbitration. The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Acts as Chief Legal Advisor to the City, its employees and officials, and administrative head of legal department responsible for work assignments, establishing office policies and discipline. Ensures the Legal, Human Resources and Risk Management departments are provided best possible representation. Makes decisions on critical issues facing each department.~~
- ~~Formulates creative solutions to complex personnel and litigation issues. Negotiates collective bargaining agreements. Advises high-level policy makers on important legal, political and policy issues. Provides formal and informal opinions.~~
- ~~Structures, negotiates and oversees City's major development projects.~~
- ~~Represents the City in litigation, arbitrations, hearings, and grievances, and actions pending before the CHRO, FOIA, Wage & Hour.~~
- ~~Negotiates, arbitrates and implements collective bargaining agreements for the City. Provides advice regarding issues that arise.~~
- ~~Assists on enterprise-wide initiatives as needed, which includes selecting and implementing enterprise content management software, drafting, staffing, advising regarding charter revisions and overseeing training protocol.~~
- Drafts pleadings and responds to discovery. Researches and produces briefs. Drafts ordinances. Provides responses to requests for legal opinions and research.

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Drafts and reviews contracts, bid documents, requests for proposals, draft letters and memoranda to legal counsel and City officials.

- Directs and administers Office of the General Counsel. ~~;~~ ~~Prep~~Prepares and administers department budget. ~~;~~ ~~Ass~~Aids in the development of budget for property and casualty, worker's compensation and employee health benefit insurance programs. ~~;~~ ~~Pre~~resents budgets to Mayor and Common Council.
- ~~• Assists, monitors, and oversees outside and special counsel in legal matters.~~
- ~~• Acts as staff to the Insurance & Claims Committee.~~
- ~~• An Office of the General Counsel attorney shall attend all Common Council meetings. Personnel Review Commission (PRC) meetings and Ordinance Study meetings.~~
- ~~• Prepares cases for litigation by interviewing witnesses, collecting evidence and producing City's strategy in litigation/arbitration proceedings pending against the City.~~
- ~~• Meets with insurance consultants, brokers, agents, and adjusters on claims and matters in litigation.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Juris doctorate with and at least five years of municipal law related experience. ~~with an emphasis on employment law, labor relations experience.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~Position requires State of Conn. License to Practice Law and United States District Court Conn. Admission to Practice before the Connecticut State and Federal Courts. and United States Court of Appeals Second Circuit Admission to Practice.~~

PREFERRED QUALIFICATIONS

At least five years of general litigation experience, including labor law.

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability~~ to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- ~~Requires the ability~~ to apply principles of negotiation within the context of legal guidelines.
- ~~Requires the ability~~ to utilize reference, descriptive, consulting, design and advisory data and information such as legal opinions, pleadings, discovery requests, letters, memoranda, responses, grievances, ordinances, resolutions, manuals, law books, budgets, charter, insurance policies, legal briefs, economic analysis, and organizational analysis.
- ~~Requires the ability to communicate orally and in writing with the Mayor and Common Council, Department Heads and Directors, City employees, various boards, commissions and committees, Judges, Court personnel, other attorneys, all Office of the General Counsel staff, unions, insurance consultants, the media and the public.~~ Knowledge of City's internal policies, CBAs, personnel rules and organizational constraints
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.~~ Knowledge of real estate and tax law, state and local incentives and complex financing options
- Knowledge of procedure in federal and state courts and administrative agencies
- Knowledge of labor law
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Ttraining, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations

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- **A**pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- **R**ead, analyze, and interpret standards, policies, procedures, and regulations
- **D**evelop and write reports, policies, and correspondence
- **H**andle common inquiries or complaints
- **D**efine problems, collect data, establish facts, and draw valid conclusions
- **I**nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- **P**erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- **E**xercise good judgment and focus on detail as required by the job
- **O**perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- **U**se (or learn to use) computer software and systems applicable to the position
- **F**ollow oral and written instructions and procedures
- **C**ollect, organize, and interpret data and prepare accurate records
- **C**ompare data from a variety of sources for accuracy and completeness
- **O**rganize large volumes of detailed data and information
- **V**erify and maintain accuracy of detailed data and information, detect data errors
- **M**eet schedules and deadlines of the work unit
- **C**ommunicate in English effectively orally and in writing
- **M**aintain well-organized materials, files, systems and tools
- **A**adapt to changes in work situations and priorities
- **R**eason/analyze; use logic to identify and resolve problems
- **E**valuate, organize, and summarize data and information

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- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing coordinated movements such as typing.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing up to twenty-five pounds.~~
- ~~Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/06/15
Dates revised	