



- c. He/she or his/her assistants shall be the prosecutor in any police or municipal court of the City of Oberlin, and shall perform such other duties and have such assistants and clerks as are required or provided.

## **2. General Duties**

- a. The City Law Director, when required to do so by resolution of the legislative authority of the City, shall prosecute or defend on behalf of the City, all complaints, suits and controversies in which the City is a party, and such other suits, matters, and controversies as he/she is, by resolution or ordinance, directed to prosecute.
- c. When an officer of the City entertains doubts concerning the law in any manner before him/her in his/her official capacity, and desires the opinion of the City Law Director, he/she shall clearly state to the Law Director, in writing, the questions upon which the opinion is desired; and thereupon the Law Director shall, within a reasonable time, reply orally or in writing to such inquiry. The right conferred upon such officers extends to the legislative authority of such City, collectively, and to each board and commission.
- d. The City Law Director shall pay to the City Treasurer all monies which come into his/her hands belonging to the City all by way of fines, forfeitures, costs, or otherwise and shall take the Treasurer's duplicate receipt therefore, one of which he/she shall file with the Finance Director.
- e. The Law Director shall apply, in the name of the municipal corporation, to a Court of competent jurisdiction for an order of injunction to restrain misapplication of funds of the municipal corporation, the abuse of its corporate powers, or the execution or performance of any contract made on behalf of the municipal corporation in contravention of the laws or ordinances governing it, or which was procured by fraud or corruption.
- f. When an obligation or contract made on behalf of the City, granting a right or easement or creating a public duty is being evaded or violated, the Law Director shall apply for the forfeiture or the specific performance thereof as the nature of the case requires.
- g. In case an officer or board of the municipal corporation fails to perform any duty expressly enjoined by law or ordinance, the Law Director shall apply to a Court of competent jurisdiction for a writ of mandamus to compel the performance of such duty.
- h. The City Law Director shall make a report to the City Council at its first regular meeting in January of the business of his office, the monies collected by him/her during the year preceding, and such other matters as he/she deems proper to promote the good government and welfare of the City.
- i. The City Law Director is the parliamentarian of City Council and shall give direction to facilitate a matter of procedure.
- j. The City Law Director or his/her assistant shall attend all regular and special meetings of Council unless excused by Council. When directed by a majority of Council, either in writing or in a public session, he/she or his/her assistant shall attend meetings of municipal Boards, Commissions and Committees. Attendance at such Board, Commission or Committee meetings shall be compensated as extraordinary expense.

## **3. Communication:**

- a. Attends meetings and presents information and recommendations deemed necessary or as requested by City Council
- b. Communicates effectively with other City Council appointees

**4. Leadership and Management:**

- a. In accordance with the Charter, administers and enforces the City Charter and is responsible for the legal operations of the City
- b. Meets with and advises the City Council, other Appointees of the City Council and Department Heads on related City legal matters
- c. Provides organizational leadership for the Law Department
- d. Supports a discrimination-free workplace including race, color, creed, religion, gender, disability, sexual orientation
- e. Ensures that all laws, provisions of the Charter, and acts of the Council subject to enforcement, are faithfully executed
- f. Provides legal counsel to the other City Council appointees, as to their official duties
- g. Employs human relations skills in customer service, problem-solving, decision-making and stewardship to demonstrate support for the City's mission, vision and values
- h. Participates in regional, state and national meetings and conferences to stay abreast of trends related to municipal law and operations

**5. Required Knowledge, Skills and Abilities:**

- Knowledge of municipal government law from a local, state and federal perspective
- Knowledge of general management practices and principles including strategic planning
- Knowledge of municipal operations, finance and services
- Knowledge of complex public policy issues
- Knowledge of local government practices and procedures including public sector procurement procedures and municipal financial management and fiscal policies
- Knowledge of latest information on state and national legal trends as they affect the City
- Ability to research, collate and present information effectively
- Ability to prepare effective written documentation and reports
- Ability to coordinate complex, inter-departmental programs and procedures
- Ability to make effective public presentations
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment

**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

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Employee Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Supervisor Signature

10.16.12  
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Date

  
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Reviewed by Oberlin City Council

10.10.12  
\_\_\_\_\_  
Date