

Assistant Corporation Counsel

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Pay: \$92,523.00 - \$115,654.00 per year

Job description:

Under the general direction and supervision of the Corporation Counsel or designee, the Assistant Corporation Counsel provides specialized legal and administrative support with a primary focus on contract review, negotiation, and compliance. Serves as the primary legal resource for contract development and compliance matters. This position also advises City staff on Freedom of Information Act (FOIA) requests and related transparency obligations, while assisting with other municipal legal matters. Assignment and request for services are received from the Corporation Counsel, the City Manager, Department Heads, the City Council and Mayor.

This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

Contract Management & Legal Review

- Prepare, examine, analyze, negotiate, and revise contracts of varying complexity to ensure compliance with City policies, state and federal law, and vendor specifications.
- Develop and implement citywide contract policies and procedures to promote consistency and legal compliance.
- Monitor contract performance, oversee compliance with mandates, and coordinate amendments or modifications.
- Manage contract closeout processes to confirm fulfillment of obligations.

Legal Advice & Support

- Provide legal advice to the City Manager, Department Heads, boards, and commissions regarding proposed contracts, actions, problem areas, and compliance issues.
- Draft and review resolutions, ordinances, and other legal documents.
- Research statutes, ordinances, charter provisions, and case law to analyze and protect the City's legal position.

- Prepare legal opinions on operational and administrative matters.
- Discusses cases, briefs and documents prepared with the Corporation Counsel and Deputy Corporation Counsel.
- Serves as legal counsel for various boards and commissions; speaks before various civic, professional and legislative groups.
- Seeks advice with respect to the preparation of evidence, briefs and legal research prior to hearings and trials
- Works in connection with the Corporation Counsel and Deputy Corporation Counsel on complex legal matters.

FOIA Compliance

- Advise City staff on Freedom of Information Act requests, including interpretation of exemptions, deadlines, and disclosure requirements.
- Ensure compliance with state transparency laws and assist in responding to public records requests.

Litigation & Enforcement

- Prepare cases for trial and prosecute violations of municipal ordinances as assigned.
- Draft briefs and represent the City in court under the supervision of the Corporation Counsel.

Education/Experience:

- Required: Graduation from a recognized school of law with experience as a practicing attorney in municipal law. Minimum of three (3) to seven (7) years of experience.
- Preferred:

Certificate or Licenses:

- Required: Admission to the Bar of the State of Illinois required.
- Preferred:

Physical Requirements / Working Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work is performed in an office environment.
- Work may require travel between work sites in town and occasionally to other locations for meetings.