

City Attorney, Lackawanna, NY

The City of Lackawanna is seeking a **full-time** attorney with litigation, labor and employment, and municipal experience.

Summary/Objective:

The City Attorney is the legal advisor for the Mayor, the Council, and all departments, except as may otherwise be provided by the City Charter or Code. The City Attorney reports to the Mayor. He or she will prosecute and defend all actions and proceedings by and against the City and every department thereof. He or she will advise the Council as to the form and sufficiency of all local laws, ordinances and resolutions prior to their passage, and will review and approve all contracts, deeds, documents and instruments prior to the execution thereof by or on behalf of the City.

Qualifications:

Successful candidates will be self-motivated and possess the following skills:

- Admitted to the bar of the State of New York and actively engaged in the practice of law in this state for a period of at least three (3) years;
- Strong analytical skills;
- Ability to handle complex subject matters and assignments;
- Excellent written and verbal communication skills;
- Ability to prioritize and multi-task a diverse caseload and meet deadlines;
- **Responsive to internal and external clients;**
- Client counseling skills;
- Leadership skills;
- Excellence in organizational, managerial and communication skills;
- Self-starter who takes ownership of executing tasks;
- Works independently.

Powers and duties:

- Serve as attorney and counselor for the City and its several departments;
- Conduct appeals from orders, decisions or judgments affecting any interest of the City, as he or she may in his or her discretion determine to be necessary or desirable, or as directed by the Mayor and Council;
- Subject to the approval of Council, have power to enter into any agreement, compromise or settlement of any litigation in which the City is involved;
- Render opinions in writing upon any question of law submitted to him or her by the Mayor, the Council, or the head of any department, with respect to their official powers and duties;

- Maintain a record of all actions, suits, proceedings and matters which relate to the City's interest, and report thereon from time to time as the Council may require;
- Supervise Assistant City Attorney/City Prosecutor and Law Clerk;
- Represent the City's Law Department as needed at Council Meetings, Board meetings, and community meetings.
- Have such other different functions, powers and duties as may be provided by local law or ordinance.

Time Commitment: 8 hours daily/40 hours weekly, and as necessary.

Salary: \$120,000 - \$150,000 annually depending on experience.

Benefits:

- NYS Retirement - NYS State Pension – 5 yr. Vesting – Tier and employee deferral determined upon hire;
- Health Insurance - 85% Contribution from the City;
- Dental/Vision – minimal current contribution by employee;
- Flexible Spending Account;
- Dependent Care Account;
- Time off:
 - 1) Birthday holiday;
 - 2) Sick 1.5 days per month accrued from date of hire;
 - 3) Personal 6 days/year – Rolls to Sick if unused;
 - 4) Holidays (2025) 14 days and 3 half days;
 - 5) Bereavement – up to 5 days paid for a direct family member;
 - 6) Vacation Time:
 - a. 10 days after 1 year;
 - b. 13 days after 2 years;
 - c. 15 days after 5 years;
 - d. 20 days after 10 years.
 - 7) ½ days on Wednesdays – July and August.

City of Lackawanna is an equal opportunity employer.

Please send cover letter, resume and writing sample to: cityattorney@lackny.com.