

## VILLAGE OF ASHWAUBENON

### JOB DESCRIPTION

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**Date:** October 2016

**I. Position Title:** Village Attorney  
**Reports To:** Village Board

**II. Salary:** \$90,000 - \$102,000 DOQ

**III. Job Summary:**

Act as legal counsel to the Village President, Village Board and Village Departments for various municipal issues including but not limited to real estate, municipal ordinances, tax increment financing, and civil liability.

**IV. Principal Duties and Responsibilities:**

- A. Acts as legal advisor to the Village President, Village Board, and all Village departments and utilities. Provide written and oral legal opinions on a broad range of municipal issues, including municipal powers, zoning, assessments/special charges, board of review, ordinances, real estate, and tax increment financing.
- B. Draft and negotiate development and redevelopment agreements in conjunction with Village President and staff. Complete real estate transactions including deeds, easements and licenses as required in furtherance of such agreements.
- C. Attend monthly Village Board meetings and committee meetings as required.
- D. Oversee Village litigation, worker's compensation and liability/property insurance.
- E. Draft ordinances and resolutions for approval by the Village Board. Drafts contracts and agreements for the Village and its departments. Review and approve all contracts, agreements, and other legal documents required by Village prior to Village Board action.
- F. May represent the Village in administrative hearings before state and federal boards and commissions. May represent the Village in federal, state and local proceedings, sometimes in conjunction with insurance matters. Retain and oversee outside legal counsel special matters outside expertise of the Village Attorney.
- G. Prepare and administers legal services budget.
- H. Complete all aspects of real estate transactions for the Village and the Village of Ashwaubenon Community Development Authority.
- I. Prosecute citations before the Village of Ashwaubenon Municipal Court.

- J. Assist and guide other departments on public records requests.
- K. Act as lead labor negotiator in labor negotiations. Assist in labor contract interpretation.
- L. Participate as member of staff development team.
- M. Coordinate issues with other municipal attorneys and administrators in Brown County.
- N. Other duties as assigned.

**V. Knowledge, Skills & Abilities**

- A. Extensive knowledge of municipal law with strong background in real estate and tax increment financing. Strong communication skills, both orally and in writing. Ability to manage multiple, complex projects. Knowledge of general municipal operations, procedures and legal responsibilities.
- B. Considerable knowledge of established precedents and sources of legal reference, judicial procedures and rules of evidence. Considerable skill in determining whether a legal or administrative approach will best resolve a Village problem.
- C. Considerable skill in organizing, interpreting and applying legal principles and knowledge to complex legal problems. Considerable skill conducting legal research and analyzing data. Considerable skill in determining proper courses of action and presentation of facts and agreements. Working skill in planning and supervising the work of subordinate staff.
- D. Ability to draft and administer a department budget. Considerable ability to communicate effectively, both orally and in writing. Ability to develop and maintain a working relationship with various departments and officials. Ability to utilize a computer and the required software. Ability to work the required hours of the position.

**VI. Minimum Education and Experience:**

- A. Juris Doctor Degree from an accredited law school.
- B. Five to seven years' experience in municipal law and real estate law, including supervisory experience.
- C. License to practice law in the State of Wisconsin.
- D. Admission to practice law in Federal Courts.
- E. Compliance with Continuing Legal Education Requirements.
- F. Must have acceptable personal and professional history as determined by successfully completing a background investigation.

**VII. Supervision / Decision Making:**

Position supervises a part-time administrative assistant. Decisions affect the operation of the work unit. Receives general supervision and works alone on routine work from standard practices and procedures.

**VIII. Physical Demands:**

Ability to perform the following activities:

- A. Ability to lift and carry up to 10-20 pounds
- B. Frequent sitting
- C. Ability to focus for long period of time on projects with attention to detail.
- D. Ability to read and write English.