

CHIEF LEGAL COUNSEL

NATURE OF WORK

This is highly responsible professional work as head of the Association's Legal Office, whose responsibilities involve the provision and coordination of legal services and advice to local government officials and support of the Association's legislative advocacy on behalf of municipal interests by the the Government Affairs Director.

The employee not only leads the Office's program to assist local government officials in understanding municipal legal matters through presentations, articles, meetings, telephone consultations and written opinions, but also offers extensive direct, personal assistance in the form of responses to telephone and written inquires.

The employee is responsible for providing administrative supervision to the Legal Office staff, and for professional legal guidance and direction to other Association attorneys. In addition, the employee draws upon other Association resources and personnel for general assistance in responding to inquires and in developing legislative proposals.

Work is performed with considerable professional latitude and independence under the broad policy guidance and the administrative direction of the Executive Director, and in concert with the legislative advocacy focus of the Government Affairs Director. In the performance of the legal inquiry function, however, the Legal Counsel exercises professional judgment independent of the employee's relationship to the Association and its related Trusts, with an explicit recognition that the attorney-client relationship runs directly to the benefit of the Member municipality.

The Executive Director reviews work for the effectiveness of the legal outreach effort, and for the timeliness, quality and responsiveness of the legal advice rendered as noted through conferences, oral and written reports, feedback from Association Members and others, and observations.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all inclusive.)

1. Prepares verbal and written responses to requests for legal advice from municipal officials.
2. Prepares and coordinates, directly and in cooperation with others, training programs for municipal officials. Participates in seminars, workshops and training programs as a speaker.
3. Writes articles for Association publications, handbooks, newsletters, bulletins, etc., and ensures legal accuracy of same.
4. Represents municipal government interests in a variety of forms and forums, including briefs, oral arguments and testimony before judicial, legislative and administrative agencies. Researches and drafts *amicus curiae* briefs on municipal cases in New Hampshire Supreme Court.
5. Staffs various legislative policy development committees; drafts legislation and amendments thereto; tracks legislative documents and actions. Testifies before legislative committees on the Association's behalf. Assists Government Affairs Director in finding sponsors for legislation and in other advocacy efforts.
6. Reviews and comments on proposed ordinances, regulations and other municipal legislation.

7. Stays abreast of statutory and case law affecting municipal governments generally and New Hampshire local government in particular.
8. Provides legal advice and support to other Association staff to enhance and complement the quality of the services being provided to municipalities.
9. Establishes and maintains a cooperative professional relationship with the legal community and, in particular, municipal counsel, through attendance at significant Bar association meetings, service on appropriate committees, and active membership in specific sections of the bar association.
10. Supervises and evaluates the work performance of the Legal Office staff, both professional and office support. Assigns work tasks and directs the flow of work to a timely and responsive outcome. Assumes responsibility for Department's overall organizational structure and human resource matters.
11. Occasionally writes articles or other material for publication in magazines, guides or handbooks for members.

EDUCATION AND EXPERIENCE

Possession of a degree from an accredited law school and a license to practice law in the State of New Hampshire is required, as well as at least five years actual practice experience concentrating on public sector law, preferably of a municipal nature. Prior exposure to legislative drafting and advocacy is desired.

In lieu of the above, but excepting the requirement for a license to practice law in New Hampshire, any equivalent combination of training and experience that provides the following knowledge, abilities, and skills may be considered at the discretion of the Association.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Thorough knowledge of the principles and procedures of civil and municipal law.
2. Thorough knowledge of the principles and practices of legal research, judicial procedure, and rules of evidence.
3. Thorough knowledge of New Hampshire case law as it affects municipal government, or the ability to acquire same within a relatively short period of time.
4. Considerable knowledge of federal and state laws and regulations affecting local government.
5. Considerable knowledge of the customary provisions of municipal ordinances.
6. Ability to perform legal research and to analyze and prepare legal documents.
7. Ability to communicate exceptionally well in writing, and to draft precise, unambiguous legislation.
8. Ability to communicate orally in clear and concise terms in order to explain legal principles to lay persons.
9. Ability to apply legal principles to actual local government operations issues.
10. Ability to organize and prioritize workload and to supervise other professional legal staff.
11. Ability to establish and maintain effective working relationships with municipal and State officials, legislators, the media, Association colleagues, and other attorneys practicing public sector or municipal law.

PHYSICAL AND OTHER REQUIREMENTS

Position requires the ability to work in an office setting: speaking in person and on the telephone; writing and/or keyboarding; using normal office machines such as photocopiers, fax units, etc.; filing; lifting up to 25 pounds; and, use of fluent and grammatically-correct English as the primary business language. In addition, the position requires occasional in-state, out-of-state, and overnight travel.

