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## General Counsel for Detroit Charter Revision Commission (Independent Contractor)

### Salary

\$75,000 - \$110,000 Annually

\* No benefits provided.

\* Contractor will be responsible for taxes in accordance with tax law.

\* The Set salary or annualized fee must include all expenses and charges, without increases through change order or amendment during the term.

### Location

MI 48226, MI

### Job Type

Contract Employment – Services offered under a personal service contract as opposed to employment with the City

### Closing

2/25/2019 11:59 PM Eastern

### Description

The General Counsel for Detroit Charter Revision Commission is a non-supervisory position that provides expert legal advice on all aspects of legal issues which the Charter Commissioners will face, in considering revisions of the City Charter.

The work requires extensive knowledge of municipal, constitutional and statutory law which pertains to charters of Michigan municipalities. The General Counsel must also be intellectually curious, probing the depths of the law for answers to questions and solutions to potential concerns. The position will also need to have extensive experience in drafting legislation and/or contracts. The position also represents the Commission in legal proceedings.

### Examples of Duties

The duties specified below are representative of the range of duties assigned to this job class and are not intended to be an inclusive list.

- Prepares and renders legal opinions to the Detroit Charter Commission (“Commission”) and administrative staff as requested;
- Prepares and represents the Commission at any judicial and/or administrative law hearings and proceedings;
- Attends and provides legal advice at meetings of the Detroit Charter Commission and such other meetings as the Commission directs;

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- Provides legal assistance in the drafting of the revised Charter, legal documents, Commission policy, rules and regulations, resolutions, applications of diverse kinds and other legal or related papers upon request;
- Drafts contracts deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents;
- Keeps abreast of relevant legislation and advises the Commission and its staff concerning all legal matters relevant to the research and drafting of a revised City of Detroit Charter;
- Conducts legal research and prepares reports of various topics as requested by the Commission;
- Attends relevant negotiating sessions, grievance hearings, administrative hearings, arbitration or appeals and provides legal advice and counsel;
- Reviews Commission contracts as requested;
- Coordinates legal matters with outside counsel and monitors legal services provided to the Commission by outside counsel;
- Prepares pleadings, and handles depositions, interrogatories, pretrial motions, pretrial, trials and settlement conferences;
- Studies and interprets laws, court decisions, ordinances and other legal authorities;
- Develops and conducts staff training sessions and workshops.
- \* Acts as a liaison with the Michigan Attorney General's office.
- \* Performs other special projects and duties as assigned.

**Minimum Qualifications**

**Education**

A Juris Doctorate from an accredited law school

Licensed to practice law in the State of Michigan with preferred experience in municipal law and public administration.

Certified Parliamentarian or intimately familiar with parliamentary procedure

**Experience**

Any combination of experience and training that would provide the required knowledge and abilities;

*This includes knowledge of:*

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Legal principles and practices, including civil, municipal, constitutional, contract, employment, and administrative law and procedures; methods, procedures and practices used in the conduct of civil litigation; judicial procedures and rules of evidence; Michigan Home Rule City Act, relevant Administrative Codes, and pertinent Federal, State, and local laws, codes, regulations and court decisions relating to Michigan Home Rule and the City of Detroit Charter; methods of legal research; evaluation of practical consequences of legal strategies.

*Skills and abilities:*

Skill in interpreting applicable federal and state laws and city office policies and procedures; skill in conducting information and organizing material into manageable form; skill in applying data collected to resolve problems; skill in formulating recommendations, proposals and counter proposals; skill in preparing and presenting effective written and oral reports, recommendations, district policies and procedures; ability to develop, maintain and coordinate effective relationships with members of the Detroit Charter Commission, its staff and City of Detroit employees and Departments.