



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Christine Caminero, HR Technician – ccaminero@cityofhaverhill.com

Christina Carrie, HR Technician- carrie@cityofhaverhill.com

UPDATED

December 20, 2023

JOB # 2023-69

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **City Solicitor - City of Haverhill**

HOURS OF WORK: **Full Time**

SALARY: **Starting at \$120,000 (DOE)**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The City Solicitor is the chief administrator of the city's Law Department and is responsible for overseeing the provision of legal services to the City of Haverhill, the Mayor, City Council, and all city departments, boards, and commissions (except School Committee). Attendance at some events, council, boards and commission meetings, community meetings and other outside agencies, which will include some evenings and weekends.

- Conducts legal research and drafts opinions on numerous legal and policy issues for the Mayor, City Council, all city departments, and boards and commissions.
- Manages the legal work of all in-house and outside legal counsel and facilitates the work of other department staff.
- Maintains an active litigation case load from intake to conclusion before state and federal courts and administrative agencies.
- Reviews, negotiates, and signs off on all city contracts for goods and services.
- Collaborates with the administration on negotiations of all labor contracts for the city with labor unions and the Director of Human Resources.
- Manages all claims against the city and coordinates with city insurer when applicable; seeks collection on claims on behalf of the city.
- Drafts state legislation, Home Rule petitions and city ordinances, rules, and regulations.
- Appears before all city boards and commissions.
- Interacts with city department heads to manage city projects.
- Prepares and oversees the administration of the department's annual operating budget.
- Serves as the city's official Keeper of Record for all documents in the Law Department.
- Assist the city's Records Access Officer and other city departments in responding to public records requests.
- Performs other duties as required by local ordinance and state statute.



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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS NEEDED:

Qualified candidates are required to possess a Juris Doctor degree with more than ten years prior work experience preferably in a municipal law department or municipal law practice; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must have experience in a fast-paced, high-volume environment, a demonstrated ability to multitask and appropriately prioritize work amongst many high priority items and experience advising executive leadership in complicated situations. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

SPECIAL REQUIREMENTS:

A member in good standing with the state bar of Massachusetts. Admission in the U.S. District Court for the district of Massachusetts is desired but not required.

CLOSING DATE:

FRIDAY DECEMBER 29, 2023

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php .

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2023-69 WHEN APPLYING ONLINE.