June 8, 2016

Law Director – The City of Tipp City (population 10, 000) is seeking a qualified attorney licensed to practice law in the State of Ohio for the position of Director of Law. This position is appointed by the City Manager with the approval of City Council. Responsibilities of the position include: (1) attending meetings of Council and boards and commissions when requested; (2) Advising and rendering opinions to the City Manager on all matters of law involving the municipality, officers and departments in the performance of their official duties; (3) approving all ordinances, contracts, resolutions and other documents of a legal nature to be made and entered into by the municipality, and approve the form thereof; (4) representing the municipality before all courts sitting within the state in actions at law in which the municipality is a party; (5) assisting in the preparation of documents and transcripts for the issuance of bonds and notes of the municipality; (6) performing such other duties as may be assigned to the Department of Law by statute and as may be necessary and proper in the administration of the business of the municipality; (7) advising and assist the Assistant Director of Law if one is appointed; (8) being available at the municipal building at preset times in order to meet with the department heads and Council members for the purpose of discussing city business. (9) The Director of Law, or the Assistant Director of Law if one is appointed, shall prosecute in the municipal court all cases based on affidavits filed therein by the police division and by other municipal officers, alleging violations of municipal ordinances and of state laws, and prosecute such cases based on affidavits filed in such court by private parties as appear to the Director of Law or the Assistant Director of Law to be meritorious; and (10) represent the municipality or any board or committee thereof in lawsuits, controversies, or litigations, and for proceedings against the municipality. Compensation is dependent upon the background and qualifications of the successful candidate. Refer to §34.040 of the Tipp City Code of Ordinances for compensation. Resume and cover letter detailing relevant legal experience to Timothy Eggleston, City Manager, 260 S. Garber Drive, Tipp City, Ohio 45371 or egglestont@tippcity.net by July 8, 2016. The detailed job description is posted at www.tippcityohio.gov. Tipp City is an equal opportunity employer.