



## CITY OF DAYTON POSITION OPENING



This is to announce that resumes are being accepted for the unclassified position of:  
**TITLE: Deputy Director of Law**

The **City of Dayton Law Department** is looking for a **Deputy Director of Law** to assist the Director of Law in providing legal counsel and representation to the City, its officials, various departments, agencies, and employees in their official capacities; and in managing the day-to-day operations of the Law Department.

**RESPONSIBILITIES:** The **Deputy Director of Law** reports to the Director of Law, and is responsible for assisting the Director in managing the daily operations of the Department. The Deputy serves in an administrative supervisory and fiduciary capacity.

The incumbent assumes the responsibilities of the Director in that person's absence or at that person's discretion. The incumbent coordinates activities of the Criminal and Civil Divisions. Incumbent must be aware of the sensitive nature of particular problems assigned to the department, and their effect on City objectives, policies, and public opinion.

Incumbent is personally assigned legal matters of a more complex or sensitive nature, of a more critical priority than work assigned to other civil attorneys, or matter which because of the Deputy's experience and expertise, the incumbent is best qualified to perform.

The incumbent has authority to direct, supervise, and evaluate the activities of subordinates. Technical assistance in the form of direction and counsel is given to subordinate attorneys when necessary. Generally, legal work handled personally by the incumbent is more complex, of a more critical priority, and more specialized than the work assigned to other attorneys.

The Deputy works closely with the Director in executing the administrative functions of the Department. The incumbent has considerable contact with high ranking public and private officials, providing legal expertise as needed. The incumbent works with the Director in planning and developing and developing the civil and criminal legal services to the City and its officials. Assistance is given in developing the Department budget and objectives. The incumbent assists in the planning, assigning, supervising and evaluating of professional and clerical departmental resources. The Deputy fills a particularly sensitive fiduciary roll with the Director, the City Manager, and members of the City Commission.

### **EDUCATION/EXPERIENCE:**

J.D. Degree and ten (10) years of experience at a management level is required. A Bachelor's Degree in Public Administration or Business can be substituted for two (2) years management level experience. For each year of experience in legal practice, one (1) year management level experience can be substituted.

Must have a valid driver's license at time of appointment and maintain as a condition of employment.

**SALARY RANGE:** \$ 103,604.80 - \$140,150.40

Resume, cover letter specifically addressing how your experience relates to the qualifications and duties required for this position, copy of college transcripts, diploma(s) and driver's license should be sent to:

**Nancy Scott**  
**Human Resources Department**  
**Re: Deputy Director of Law**  
City of Dayton  
101 W. Third Street  
P.O. Box 22  
Dayton, Ohio 45402

Resumes will be accepted until the position is filled, however first consideration will be given to resumes received by March 22, 2019 at **4:30 p.m.** A complete position description may be obtained from the Human Resources Office, City Hall, 101 W. Third Street, Room 346, P.O. Box 22, Dayton, Ohio 45401-0022.

**THE CITY OF DAYTON IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Final permanent appointment is contingent up the applicant passing a job-related medical examination, background investigation, and providing documentary evidence of Employment Authorization and Identity required by the Immigration and Nationality Act.