



## City of Aurora

### JOB DESCRIPTION

**TITLE:** CORPORATION COUNSEL  
**DEPARTMENT:** Law  
**LABOR GROUP/PAY PLAN:** Executive Pay Plan  
**LOCATION:** Law

**JOB CODE:** 25293  
**SALARY GRADE:** E20  
**FLSA STATUS:** Exempt  
**EFFECTIVE:** 00/00/0000

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#### **Definition**

The Corporation Counsel is the chief legal officer of the City. Under the administrative direction of the Mayor, the Corporation Counsel performs complex legal duties as part of the Law Department's comprehensive representation of the City and its officers and employees. The duties of the Corporation Counsel include, but are not limited to providing day-to-day legal advice and counsel to elected officials, department heads and senior staff, representing the City in legal actions, reviewing contracts, leases, agreements, and proposed ordinances, direction and supervision of outside counsel, drafting and negotiating agreements on behalf of the City, issuing legal opinions, representing the City's interests with other taxing bodies, and management of the Law Department. The Corporation Counsel has administrative oversight over the City's code hearing officers and general and automobile liability risk management and insurance.

#### **Physical Demands and Equipment**

The primary working environment for this position is a professional law office, though the employee will frequently attend public and private meetings at other locations, or sessions of court. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The position requires the use of various office equipment including a computer, telephone, copy machine, and fax machine. The Corporation Counsel should expect to be accessible to the Mayor and senior City staff on evenings or during weekends.

#### **Essential Functions of the Job**

1. Exercise managerial responsibility over the Law Department, including developing and monitoring its annual budget.
2. Determine the manner in which the Law Department provides legal representation to the City's officers and employees and fulfills its obligations under the City Code, subject to budgetary limitations and the administrative direction of the Mayor.
3. Manage and evaluate the activities of the City's outside counsel and collaborate in the development of litigation strategy.
4. Allocate responsibilities among the staff attorneys in the Law Department to ensure appropriate representation of all areas of City government; facilitate and encourage the professional development of staff attorneys.
5. Supervise and direct the activities of non-attorney personnel in the Law Department.

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6. Oversee and evaluate the performance of the City's code hearings officers.
7. Supervise general and automobile liability claims management; primary legal liason to third party claims administrator.
8. Attend regular meetings with City officers and executive level employees to render legal advice on a variety of matters.
9. Proactively advise City officers on risk mitigation or process improvement.
10. Proactively review provisions of the City Code to evaluate their current constitutional and statutory compliance and to identify possible areas for process improvement.
11. Develop and maintain positive relationships with peers in the legal community as a representative of the City.
12. Perform all functions as set forth in the City Code and as directed by the Mayor.

**Required Knowledge and Abilities**

- Superb interpersonal skills and an ability to establish and maintain productive working relationships with elected officials, department heads, attorneys and other professionals, law enforcement officials, and the general public.
- An ability to communicate effectively both orally and in writing, and particular, the ability to complex legal issues explain clearly and concisely to non-attorneys.
- Experience managing other attorneys, including outside counsel.
- Familiarity with federal and state rules of civil procedure and the rules of evidence.
- Broad experience with principles of civil rights, contract, land use, labor and employment, real estate and tort law as well as a working understanding of parliamentary procedures.
- Extensive knowledge of the extent of municipal home rule authority under the Illinois constitution and its interaction with the laws impacting the operation of Illinois governmental entities, the including, but not limited to, the Illinois Municipal Code, the Freedom of Information Act, and the Open Meetings Act.

**Qualifications for Hire**

- Requires a license to practice law in the State of Illinois. Requires ten (10) years' experience as a licensed attorney with an emphasis in Illinois local governmental law and litigation.
- Requires a valid driver's license.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have received a copy of my job description. The description of CORPORATION COUNSEL describes the duties for employment in this position. I acknowledge and understand that this is not a contract of employment. I understand that I am responsible for reading this job description in its entirety and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions

I understand that the physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions by contacting the Human Resources Department.

The City of Aurora is an Equal Opportunity Employer.

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date