



Town of Southington

Southington, Connecticut

Invites you to apply for...

Assistant to the Town Manager Corporate Counsel



On behalf of the Southington community, we encourage you to consider this exceptional career opportunity. For more information about the Town of Southington, please visit our website at

www.Southington.org.

Town of Southington

Community

A growing suburban community located in Hartford County that includes Plantsville, Milldale, and Marion. Population approximately 43,500. Southington is proud of its history and committed to promoting diversity and inclusion throughout the community, in all areas of government, including education, criminal justice, health, housing, transportation, and economic success.

Assistant to Town Manager / Corporation Counsel

This position serves under the direction of the Town Manager and responsibilities include:

Assistant to the Town Manager provides highly responsible and complex administrative assistance to the Town Manager in coordinating and directing departmental activities and operations. Will assist the Town Manager in executing goals for the Town in collaboration with Department Heads and provide leadership to enable department directors to effectively and efficiently maximize available resources ensuring quality services to the residents of the community.

As Corporation Counsel, responsible for the coordination and management of all legal issues affecting the Town. Provides legal advice and opinions to Town Manager, and all Town officials, departments, boards, agencies, and commissions.

Qualifications & Responsibilities

The Town of Southington is seeking a highly skilled individual with leadership practices that include:

- Advises Town Manager, Town Council, and department directors regarding complex legal issues and prepares legal opinions.
- Attends meetings of Town Council and various committees to provide legal advice and represent the interest of the Town.
- Prepares, reviews, interprets and enforces all contracts for the Town, which includes but is not limited to construction contracts, consultant contracts, land acquisition and property purchase or lease contracts, special contracts and labor contracts.
- Researches and interprets the application of laws.
- Provides legal advice to managers regarding the Town's application of federal and state employment laws; provides legal review and approval of Town personnel policies and practices; and has overall responsibility for labor relations.
- Responds to inquiries and resolves complaints regarding Town activities.
- Administers contracts for outside legal counsel on behalf of the Town.
- Knowledge of public policy, municipal functions and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas.
- Assists with internal and external communication, included serving as a liaison with departments, officials, contractors, and community organizations.
- Fosters cooperative working relationships among Town departments and various community and regulatory agencies.

Application Process

Candidates should submit the following materials through our online application program by visiting:

<http://www.applitrack.com/southingtonschools/onlineapp/default.aspx>.

- Letter of interest including qualifications and experience.
- Completed application and current resume.
- Three letters of recommendation.
- Licensed Attorney with the State of Connecticut.
- Minimum of five years Legal experience that includes five years of managerial experience.
- Directive supervisory experience in a Municipality preferred.

For more information contact:

Human Resource Department
200 North Main Street
Southington, CT 06489
Telephone: (860) 628-3248
Email: passamanom@southington.org

Salary Range

Effective 2021-2022 \$100,000 - \$120,000

Anticipated Timeline

Deadline for Applications.....October 31, 2021

**Review will begin immediately upon receipt.*

Interviews (week of)November 15, 2021

Goal Start Date.....January 2, 2022