



City of Saratoga Springs

OFFICE OF THE MAYOR

Mayor Ron Kim

CITY HALL
474 Broadway
Saratoga Springs, NY 12866
Telephone 518-587-3550

Angela T. Rella
Deputy Mayor

Jeannette Mungas Dunn
Executive Assistant

CITY ATTORNEY FOR SARATOGA SPRINGS, NEW YORK

JOB SUMMARY:

The City Attorney position for Saratoga Springs is established by City Charter to serve as general legal advisor and provide direct advisory legal services and guidance to the Mayor and all City Council members along with various boards, committees, commissions, and departments as necessary. The City Attorney will have prime responsibility to monitor and enforce the laws and policies of Saratoga Springs before State, Federal, and administrative law bodies.

ESSENTIAL FUNCTIONS OF THE JOB:

- Chief Legal Advisor to the City;
- Advise Mayor and City Council members on matters related to governance, personnel, contracts, land use, taxes, and finance;
- Draft proposed City laws and contracts;
- Prepare written and oral opinions on various legal issues relating to City governance;
- Represent the City of Saratoga Springs, when necessary before State and Federal courts;
- Monitor all outside counsel retained to represent the City;
- Perform legal research, prepare written and oral opinions on a variety of legal issues for City Council, City departments, and various Boards, Commissions, and Committees;
- Prosecute all violations of City ordinances and generally represent the City in legal actions, where applicable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent problem-solving and decision-making abilities;
- Effective communication skills to explain legal issues and options;
- Ability to interpret and appropriately apply complex codes, regulations, legal documents, and policies;
- Skilled in negotiating settlements and agreements in the best interests of the City;
- Excellent research skills.



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QUALIFICATIONS:

- Juris Doctorate from a law school accredited by the American Bar Association;
- No less than three years of experience in legal practice in New York State;
- Current license to practice law in New York State.
- Resident of Saratoga, Albany, Fulton, Hamilton, Montgomery, Rensselaer, Schenectady, Warren, or Washington County.

SALARY/BENEFITS:

- Salary within the range of \$95,000 to \$120,000 (dependent on experience) for an average workweek of 30 to 40 hours;
- Participation in health insurance plans offered by the City.

Please send a letter of interest and resume to mayor@saratoga-springs.org by Tuesday, January 31, 2023.