

ASSISTANT CITY SOLICITOR

The City of Harrisburg is accepting applications for the position of Assistant City Solicitor to perform complex legal duties with respect to contracting and procurement matters. This position will be responsible for reviewing, drafting, revising, negotiating and advising on complex contracts, requests for proposal, consulting services agreements, master services agreements, engagement letters, subcontracts, nondisclosure agreements, access letters and other types of contracts and/or agreements. This position works under the general supervision of the City Solicitor. This is a management, FLSA-exempt position.

Qualifications include graduation from a recognized and ABA-accredited law school and current license or eligibility to practice law in the Commonwealth of Pennsylvania. In addition, one (1) year of relevant legal experience as a practicing attorney is essential. Knowledge of federal and state rules of procedure and evidence is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$68,000 to \$76,500 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.

Eric Papenfuse, Mayor

www.harrisburgpa.gov/careers

JOB TITLE:**GRADE: M-18**

Assistant City Solicitor (Contracts) –
General Government – Office of the City Solicitor

GENERAL STATEMENT OF DUTIES:

This position performs complex legal duties with respect to contracting and procurement matters. Responsible for reviewing, drafting, revising, negotiating and advising on complex contracts, requests for proposal, consulting services agreements, master services agreements, engagement letters, subcontracts, nondisclosure agreements, access letters and other types of contracts and/or agreements. This position works under the general supervision of the City Solicitor. This is a management, FLSA-exempt position.

JOB LOCATION:

Work is performed at the Rev. Dr. Martin Luther King, Jr. City Government Center in the Office of the Business Administrator, 10 North Second Street, Harrisburg, PA. Work involves the use of various machines such as a personal computer, scanner and printer, copy machine, fax machine, telephone and other technological and research devices. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, some evenings and weekends may be required. In addition, some work involves visits to various City sites and exposure to whatever risks are present at those sites. Employees are also expected to attend meetings and conferences throughout the City, County, Commonwealth and United States.

ESSENTIAL FUNCTIONS:

This position is responsible for drafting, reviewing, negotiating and finalizing contracts or contract amendments. Provides legal advice in respect of complex agreements and contracts. Manages contract change control process and negotiates change orders or amendments. Analyzes RFP or contractual requirements, special provisions and terms and conditions to ensure contract compliance with applicable laws and regulations and internal policies and procedures. This position requires knowledge and experience of contracting concepts, contract interpretation, proposal preparation, protests and dispute resolution. Administers and maintains customer and internal correspondence and other communications, prepares status reports and assures proposals and contract submittals are made in a timely and coordinated manner consistent with requirements. Uses business acumen and contractual expertise to provide guidance on important considerations and decisions relating to the business and legal requirements of the contract. Ensures that Administration is apprised of the information necessary to make informed business decisions. Performs extensive reading of, research for and examination of documents. May perform portions of the work of higher or lower classified positions occasionally, as assigned. May perform duties of similar complexity in any City department as required or assigned. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence

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ESSENTIAL FUNCTIONS (CONT.):

or impaired by alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNCTIONS:

None.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the fundamentals of contract, law and government procurement law.
- Pennsylvania Administrative Agency Law.
- Comprehensive working knowledge of the Third-Class City Code and Optional Third-Class City Charter Law provisions and the general laws of City and State or the ability to develop the same;
- Sound knowledge of the sources of legal reference;
- Exceptional legal research skills and legal writing skills, knowledge of Lexis a plus;
- Ability to organize, interpret and apply legal principals and specialized knowledge in varying circumstances;
- Ability to read and understand complex legal documents and regulations, and as necessary to interpret such documents to others as they apply to various situations;
- Ability to perform research and to report findings;
- Ability to maintain professional legal knowledge through reading and continuing education;
- Ability to work under the pressure of deadlines and demands;
- Strong communication skills, including but not limited to, the ability to listen, problem-solve, and advise diverse audiences, including the Mayor, City Council, department heads, other City officials or members of the public;
- Ability to use all standard office machines/software, with or without reasonable accommodation.

QUALIFICATIONS:

Graduation from a recognized and ABA-accredited law school and current license or eligibility to practice law in the Commonwealth of Pennsylvania are required. In addition, one (1) year of relevant legal experience as a practicing attorney is essential. Knowledge of federal and state rules of procedure and evidence is a plus. A valid Pennsylvania Driver's License, Class C, or equivalent is also required.