

# **JOB DESCRIPTION**

**POSITION** Director of Law, Sunbury, Ohio

## **JOB**

**DESCRIPTION** David J. Brehm, Attorney at Law, and his associate attorney(s) shall provide legal services to the Village of Sunbury as set forth in the Ohio Revised Code, and the Sunbury Charters specifically including the following:

- 1) Attendance at Council Meetings and zoning board meetings.
- 2) Attendance and prosecution of Mayor's Court duties (base contract contemplates 4 hours every 2 weeks – services in excess of 4 hours every 2 weeks paid at hourly rate of \$187.50/hour)
- 3) Participation in standing committee meetings and ad hoc special committee meetings on an as-needed basis
- 4) Final review of all contracts and ordinances for the Village. Preparation of all ordinances and resolutions
- 5) Provide legal representation for the Village of Sunbury and the Officers thereof, and to render legal opinions to the Village officers, Council members or department heads upon written request. Upon request of David J. Brehm, Sunbury Village Council may determine by majority vote the necessity of a desired legal opinion.
- 6) Prosecute and defend all actions on behalf of the Village, including litigation except where outside counsel or insurance counsel is engaged (see proposed below).

**TERM** Three (3) year period from September 3, 2021, through September 2, 2024. Notice from either party of intention not to renew is requested no later than sixty (60) days prior to termination.

**COMPENSATION** The annual retainer for the Director of Law shall be as follows:

1. One Hundred Thirty Thousand and 00/100 (\$130,000) Dollars the first year, payable in installments of Ten Thousand Eight Hundred Thirty-Three and 33/100 (\$10,833.33) Dollars per month.
2. One Hundred Thirty-Three Thousand Nine Hundred and 00/100 (\$133,900) Dollars the second year, payable in installments of Eleven Thousand One Hundred Fifty Eight and 33/100 (\$11,158.33) Dollars per month.
3. One Hundred Thirty-Seven Thousand Nine Hundred Seventeen and 00/100 (\$137,917) Dollars the third year, payable in installments of Eleven Thousand Four Hundred Ninety Three and 08/100 (\$11,493.08) Dollars per month.

This salary includes legal services except litigation, which shall be paid at 75% of normal hourly rate of \$250.00/hour. Salary anticipates services of David J. Brehm and a minimum of one part-time associate attorney. David J. Brehm shall be permitted to obtain services of additional legal counsel if necessary, in the case of litigation, conflict of interest, specialized practice area or emergency at an hourly rate or such other terms as approved by Sunbury. David J. Brehm may delegate legal services as necessary to his partners or associate attorneys.

