

**JOB DESCRIPTION
LAW DIRECTOR**

In compliance with Section 4.3 of the City Charter, the Department of Law shall be administered by a Law Director, who shall be an attorney-at-law admitted to practice in the State of Ohio, and shall be appointed by the Mayor and approved by City Council.

The Law Director shall prepare all contracts, bonds and other instruments in writing in which the Municipality is concerned, and shall serve the several directors and officers of the Municipality as legal counsel and attorney. Such Law Director shall be prosecuting attorney of the Police or Mayor's Court. Subject to the approval of the Mayor, the Law Director may appoint such assistants as he shall deem necessary.

When required to do so by resolution of Council, the Law Director shall prosecute or defend on behalf of the Municipality, all complaints, suits, and controversies in which the Municipality is a party, and such other suits, matters and controversies as he is directed to prosecute, by resolution or ordinance. He shall not be required to prosecute any action before the Mayor for the violation of an ordinance without first advising such action.

To apply for this position, please send your resume with qualifications to: Mayor Robert Weger, City of Willoughby Hills, 35405 Chardon Road, Willoughby Hills, OH 44094.