

Job Description



First Assistant City Solicitor

40 Hours | POS #

Direct Report	Director of Solicitor's Office	Grade	M-17 Starting Salary: \$107,340*
Department	Solicitor's Office	FLSA	Exempt
Division	Solicitor's Office	Bargaining Unit	Non-Union Unit C
Date	July 2025	Location	133 William Street

Homeland Security Emergency Status: Essential

Safety Classification – Non-Safety Position

Summary

Manages the City Solicitor's Office personnel and budget; provides counsel and representatives to City Officials before courts and agencies.

Supervisory Responsibilities

Supervisory Scope: Supervisors are responsible for signing performance reviews.

Supervision Received: This position receives general direction and supervision from the City Solicitor of the City of New Bedford.

Supervision Given: This position has formal supervisory responsibilities over City Solicitor's Office employees.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Drafts legal documents including but not limited to deeds, easements, and contracts; and assists in ensuring that all laws and ordinances are faithfully enforced; prepares orders and ordinances for submission to the City Council.
2. Monitors Departmental revenue and expenditures to ensure sound fiscal control, assists in budget preparation, monitors effective and efficient use of funds, personnel, material, facilities, and time, and assists City Solicitor in developing and monitoring departmental performance measures.
3. Oversees daily operations of the City Solicitor's Department; receives direction of the City Solicitor.
4. Performs legal research and represents City officials before courts, administrative agencies, and arbitrators.
5. Advises Mayor, City Departments, Board, and Commissions on legal matters including but not limited to labor and employment issues, health insurance, matters affecting real property including planning, zoning, and conservation; provides verbal, informal, and formal opinions to Mayor, City departments, boards, and commissions.
6. Attends meetings of the administration; attends collective bargaining negotiations as lead negotiator for City; meets with Police and Fire grievance committees on behalf of Mayor; serves as management member of AFSCME sick leave bank; serve as management member of Health Insurance PEC.
7. Conducts hearings and issues written decisions as City's Municipal Hearing Officer, pursuant to M.G.L. c 148A.

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8. Reviews plans, descriptions, and title reports; drafts and reviews deeds, leases, licenses, easements, covenants, activity and use limitations, administrative consent orders, subordination agreements, conservations restrictions, condemnation orders.
9. Research title information and reviews City plans and records regarding streets and public ways, draft public way layout orders, discontinuance orders and public way alteration orders; oversees all aspects of eminent domain projects and draft orders of taking, letters, and releases; certifies title for DPI projects; reviews environmental reports and documents.
10. Assists City Solicitor in developing and monitoring Department performance measures; prepares annual employee evaluations, and participates in the hiring, discipline, and termination of Department personnel.
11. Participates and receive training on MUNIS for accounts receivable, payroll, and purchase orders; receives training on Novus Agenda, amongst other software.
12. Performs related work as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Minimum Qualifications

Education and Experience

- A Juris Doctorate degree from an accredited law school.
- At least seven years of relevant government or municipal law experience.

Licensing/Certification

- License to Practice Law in the Courts of the Commonwealth of Massachusetts.

Other Job Requirements

- Member of the Massachusetts State Bar.

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.

Work Environment

Work is performed in an office setting. Workload and stress levels vary dramatically. The **First Assistant City Solicitor** makes constant contact with other staff, members of the public and City departments. This requires excellent customer service skills. The **First Assistant City Solicitor** has access to highly confidential information about employees, litigation,

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and other sensitive information. The **First Assistant City Solicitor** is expected to operate in an environment where errors can be costly regarding the efficiency of the operation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the First Assistant City Solicitor is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position is occasionally sedentary. The First Assistant City Solicitor sits, walks, or stands for varying periods, may exert up to 25 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects up to 50 lbs. While performing the duties of the job, the incumbent is constantly required to sit, talk, and hear, must be able to listen and accurately record information from employees, executive staff members, other agencies, and members of the public. Vision should be at or correctable to normal ranges. Ability to operate a keyboard and sit at a computer for long periods of time; ability to operate general equipment and all other related equipment.

Work Hours

This is a variable time position. The **First Assistant City Solicitor** does not have set weekly hours but is expected to work as needed. Hours may exceed 40 hours per week, and regular attendance at night meetings is required. The position does not accrue vacation, sick, or personal time, but the **First Assistant City Solicitor** may take leave as their workload permits.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

***Compensation for Unit C (Management) Positions**

All management positions receive an annual salary increase (or "Step" increase), contingent on satisfactory job performance. Step increases are awarded upon the first anniversary of an employee's initial hiring and each year thereafter for the next eleven years of employment. The amount of the annual Step increase varies from 3.50% - 5.00% of the employee's prior year salary. The above position offers a starting salary of \$107,340 in Year/Step 1, and a maximum salary of \$167,217 in Year/Step 12.