



## Attorney Opportunity

<b>POSITION TITLE:</b>	<b>Assistant City Solicitor, Housing, Equity and Lead Poisoning Prevention</b>
<b>LOCATION:</b>	Central Falls City Hall 580 Broad Street, Central Falls, Rhode Island 02863
<b>DEPARTMENT:</b>	Law Department
<b>COMPENSATION:</b>	Monthly Range: \$3,000 to \$6,000 Depending on experience and available grant funding
<b>POSITION TYPE:</b>	Independent Contractor 20-25 hours per week

### **POSITION DESCRIPTION SUMMARY**

The Assistant City Solicitor for Housing, Equity and Lead Poisoning Prevention will coordinate the city's community action plan regarding lead poisoning and landlord tenant issues. The Assistant City Solicitor will work with the City Solicitor, the Housing Prosecutor and the Assistant City Solicitor for the Nuisance Task Force.

### **DUTIES AND RESPONSIBILITIES**

- Identify, track and coordinate with property owners regarding lead poisoning issues, including opportunities for referrals to Rhode Island Housing.
- Work with the Law Department, the Planning Department and Mayor Maria Rivera to implement the recommendations of the Housing Summit held in March 2020.
- Conduct monthly meetings for both tenants and property owners covering such topics as Rhode Island Housing's LeadSafe Homes Program; tenants' rights; the dangers of lead exposure; and what expectations tenants should have of property owners.
- Hold office hours where tenants and property owners can walk-in, without appointment, and discuss housing issues.
- Coordinate notices of violation with the Department of Code Enforcement and potential prosecutions with the Housing Court prosecutor and/or the Rhode Island Department of Health
- Conduct community outreach regarding issues of housing, equity and lead poisoning prevention.

- Provide legal counsel for the Mayor's office and all city departments.

## **QUALIFICATIONS**

To perform this work successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE REQUIRED**

- Must have a JD degree from an accredited law school and preferred, be a member of the Rhode Island Bar admitted to practice law before state courts.
- Must be highly motivated and possess problem-solving skills, with interest and experience in housing, urban policy and the law.

## **PREFERENCE IN HIRING WILL BE GIVEN TO:**

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

## **REASONING ABILITY**

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

## **PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **EQUAL OPPORTUNITY AND NONDISCRIMINATION**

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <https://www.centralfallsri.gov/city-clerk/page/title-vi-nondiscrimination>

## **APPLICATION INSTRUCTIONS**

Please submit a cover letter and resume to [ldias@centralfallsri.us](mailto:ldias@centralfallsri.us).

Closing Date: Open until filled