



## Attorney Opportunity

<b>POSITION TITLE:</b>	<b>Assistant City Solicitor, Nuisance Task Force</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 \$5,000 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 will coordinate the Central Falls Nuisance Task Force and work with the City Solicitor, the Assistant Solicitor for the Lead Poisoning Prevention Program and the Housing Prosecutor. The mission of the Central Falls Nuisance Task Force is to address, in a holistic and systemic way, properties identified as nuisances that negatively impact our neighborhoods, the quality of housing available, and the health and life of city residents, businesses, and visitors. The Nuisance Task Force is a cross-departmental effort designated to create collaboration among city officials in identifying and abating nuisance properties. The Nuisance Task Force includes representatives from the Mayor's Office, the Law Department, the City Council, Code Enforcement, the Fire Department, the Department of Public Works, the Police Department, the Planning Department, the Tax Assessor, and the Rhode Island Attorney General's office.

### **DUTIES AND RESPONSIBILITIES**

- Identify nuisance properties in the City of Central Falls and create a system to document, track, and report nuisance properties.
- Develop and implement strategies for nuisance abatement that are individually tailored to targeted nuisance property.
- Meet with and assists owners and interested parties of nuisance properties in abating the nuisances.

- Request prosecution for those liable for nuisance properties who fail or refuse to abate nuisances.
- Facilitate the transfer of abandoned or otherwise severely neglected properties to responsible owners.
- Identify potential urban redevelopment and neighborhood revitalization opportunities and to facilitate the coordinated and efficient realization of these opportunities.
- Complete a comprehensive review, identify improvements, and propose revisions of city ordinances.
- Research and document best practices to address nuisance properties.
- Provide community education and awareness with respect to nuisance avoidance and abatement, responsible ownership, and law-lord tenant relations; and
- Improve the overall quality of housing stock and quality of life in the neighborhoods in the City of Central Falls.
- Coordinate and collaborate with the Central Falls Receivership Program and the city's tax sale process.
- 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