



# HUMAN RESOURCES DEPARTMENT

## Corporation Counsel

Corporation Counsel

Starting Salary: Depending on Qualifications

Monday – Friday 8:00 a.m. – 5:00 p.m.

## Posting: # 055-24

Date Posted: 02/09/2024

Deadline: Until filled

Kalamazoo County, a vibrant and growing region strategically located at the midpoint between Chicago and Detroit along I-94 and US-131, seeks a dynamic and experienced Corporation Counsel. This pivotal role will support the County's mission by providing expert legal advice, representing the County in legal matters, and working closely with the County Administrator & Controller to ensure the effective management of County operations. The ideal candidate will be a leader committed to public service, adept in strategic planning and project implementation, and possess exemplary communication skills.

Kalamazoo County is Michigan's 9th most populous County, offering a blend of metropolitan vibrancy and natural beauty. It boasts excellent educational institutions, including Western Michigan University and Kalamazoo College, a thriving economy with international corporate offices like Pfizer-Kalamazoo and Stryker, and an exceptional quality of life. The County is home to 101 lakes, over 500 miles of trails, and eight major parks, providing a plethora of recreational activities. Its historic downtown area features a rich culinary scene and unique retail options, making it a perfect place for family-oriented living and lifelong learning opportunities.

This role offers an unparalleled opportunity to contribute to a community known for its commitment to family-oriented living, education, and natural beauty. Kalamazoo County values innovation, leadership, and a collaborative spirit. If you want to significantly impact a progressive and dynamic community while prioritizing public service over politics, we encourage you to apply.

Applications will be accepted until the position is filled. Kalamazoo County is an equal-opportunity employer committed to diversity and inclusion in the workplace.

Join us in Kalamazoo County, where your work will impact lives, foster a thriving community, and contribute to the County's bright future

### GENERAL SUMMARY

The purpose of this job is to perform legal research, interpret laws and regulations, and provide analysis and fact-gathering related to various issues. Advises Board of Commissioners, Board Advisory Committees, and County Executive-level cabinet. Provides legal services to the County Board of Commissioners, ensuring compliance with all applicable laws and minimizing liability exposure. Prepares resolutions, proclamations, and ordinances for final drafting and approvals. Drafts and reviews contracts when requested. Attends Board meetings and serves as a

parliamentary resource and legal advisor. Oversees outside counsel claims and lawsuits filed against the County.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provides legal services and advice to County officials to ensure legal compliance, minimize liabilities, and maximize the effectiveness of County resources.
- Researches, interprets, and analyzes laws, rulings, and related information.
- Prepares resolutions, proclamations, contracts, and ordinances for the Board of Commissioners; completes reviews and revisions as directed by the Board.
- Attends and participates in Board meetings, serving as a resource for parliamentary and legal knowledge; serves as a parliamentarian for the Board of Commissioners.
- Manages outside counsel claims and lawsuits filed against the County.
- Serves as the County Health Insurance Portability and Accountability Act (HIPPA) and Equal Employment Opportunity Compliance Officer.
- Review and recommend legal actions to the Board of Commissioners and County Executives on new, pertinent legislative and statutory changes that affect the county government.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

#### **Required Education and Experience**

- Juris Doctor from an accredited law school
- 9+ years of related work experience with municipal law
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

#### **Required Licenses or Certifications**

- Licensed to practice law in the State of Michigan.

VETERANS: Please provide your joint services transcript with your application.

County positions include a [benefits package](#) with medical coverage, paid leave, and much more. Available supplemental dental and vision. Defined Benefit pension after the vesting period.

#### **TO APPLY FOR THIS POSITION:**

All candidates must submit a Kalamazoo County Application for Employment accompanied by a resume. Application materials may be submitted online at:

<https://www.kalcounty.com/hrd/openings.php>.