



City of Waterbury

This is an unclassified full-time position with benefits.

CONTRACT ATTORNEY

Municipality seeking a full-time contract attorney for a busy municipal law office. The ideal candidate will have strong contract drafting and negotiation skills; be confident and highly motivated; have excellent communication skills; and the ability to learn quickly in a fast-paced environment. Familiarity with government contracts and procurement procedure is advantageous. The position offers a comprehensive salary and benefit package.

RESPONSIBILITIES:

- Draft and review of contracts, leases, and grants.
- Negotiate terms and conditions with contractors/vendors as needed.
- Knowledge of contract law.
- Review grant applications, grant contracts and related documents.
- Ensure accuracy, completeness and compliance with appropriate laws, rules and regulations pertaining to contracts, grants and leases.
- Conduct research, interpret and prepare sound legal opinions in accordance with municipal laws, regulations, codes, ordinances and policies.
- Perform related duties as assigned

SKILLS/ABILITIES:

- Ability to draft, read and interpret contract documents and leases.
- Ability to communicate clearly and concisely, verbally and in writing.
- Excellent attention to detail and organization skills.

Education/Training:

- Juris Doctorate from an accredited law school.
- Admitted to practice in the Courts of State of CT.
- Experience: Minimum one-year contract experience

Please email resume to:
corpcounsel@waterburyct.org
203-574-6731
203-574-8340 (fax)
E.O.E. M/F/D/V